UNLV
PROPERTY LEASE REQUEST FORM

PLEASE TYPE OR PRINT THIS FORM

DATE _____

UNLV departments desiring to lease or renew rental space from a private or public property owner must obtain conceptual approval from the UNLV Space Planning and Allocation Committee before a request will be accepted by Facilities Management and Planning. Following SPAC approval the applicant must submit an Interdepartmental Request ion (IDR) with this form as attachment. Requests from college and departments must be forwarded through the appropriate Dean or Vice President to Facilities Management and Planning (BOX 1018). The requesting college or department should complete all items on the form. Questions should be addressed to the Assistant Director for Real Estate and Business, Planning & Construction Department (Phone 702-895-2537).

College / Department ____________________________________________

Intended Utilization of Space ______________________________________

______________________________________________________________

Preference for general Location and justification for Preference ________________________________________________________________

______________________________________________________________

Available properties that have been considered ________________________________________________________________

______________________________________________________________

Will they meet your needs? ______________________________________

Special Requirements for space special air conditioning □ special wiring □ special telephones or service

□ Computers □ laboratory □ other related equipment, copy machines, etc _______________________________________________________

______________________________________________________________

Duration of Lease ___ Original □ Renewal □

Desired commencement of Lease _____ Gross Square Feet needed _____ Acceptable cost per sq ft. _____

Funding Sources ______________________________________________________

Account Number: __________________________ Project Name and NO. __________________________

For janitorial and utilities: ______

For Requirements if needed beyond the unfitting allowance by lessor: _______________________________________________________

For restoration upon vacating premises ______
Attach organization chart of those to occupy leased space and work sheet used in computing gross square feet needed.

Number of people to occupy space _____ Fax No. __________________________ Campuses Mail Stop _____

Requestor: ___________________________ Date __________ Phone ________________

Department Head: ___________________________

Dean / Vice President: By: ___________________________

Date: _____