

# 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: \_\_\_\_\_