Any real estate lease not included in the Trustee-approved Capital Budget requires separate approval as follows:
(1) the Vice President for Land, Buildings and Real Estate if the total anticipated contracted cash payments are $1,000,000 or less, or (2) the Provost if the total anticipated contracted cash payments are $1,000,000 or more. The execution of this form indicates that your request to enter into an Off Campus Real Estate Lease has been approved.

DATE:________________________________________

INITIATOR:____________________________________
Name ________________________________________
Phone ________________________________________
Title _________________________________________
Email _________________________________________

DEPARTMENT REQUIRING SPACE:____________________

CONTACT:______________________________________
If different than above Phone ________________________
Title _________________________________________
Email _________________________________________

DEAN/CHAIR:____________________
Name _________________________________________
Email _________________________________________

PLEASE PROVIDE PROPERTY ADDRESS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PROJECTED USES:____________________________________________________
________________________________________________________________________

TERM OF LEASE:______________________________________________

PAYMENT TERMS: $______________/year $______________/month $______________/sf

TOTAL VALUE OF CONTRACTED CASH PAYMENTS:

TOTAL SQUARE FOOTAGE:________________________________________

TENANT IMPROVEMENTS REQUIRED:______________________________
________________________________________________________________________

PROJECTED BUDGET: $__________ APPROVED FUNDING SOURCE:___________

LBRE/PROVOST USE ONLY:
I HAVE REVIEWED THE PURPOSE FOR THE REAL ESTATE LEASE AND APPROVE THE REQUEST.

Vice President for Land, Buildings and Real Estate __________________________ Date

Provost __________________________ Date

RE Lease Approval
Updated February 2012