



LAND, BUILDINGS & REAL ESTATE
Real Estate Lease Approval

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

IF THIS IS A LEASE EXTENSION OR RENEWAL, 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