



**LAND, BUILDINGS & REAL ESTATE**  
*Off Campus Lease Requisition*

This form is submitted to the Vice President for Land, Buildings and Real Estate prior to negotiating lease forms. The Vice President will direct the request to Real Estate's Managing Director for target locations within the Stanford Research Park and/or the Welch Road corridor, or direct the requestor to an approved real estate advisor for other target locations.

DATE: \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT REQUIRING SPACE: \_\_\_\_\_

FUNDING SOURCE (Account No.): \_\_\_\_\_

**Department is responsible for all legal fees associated with lease review (if required).**

PROJECTED USE: \_\_\_\_\_

**If lab space, you must contact Marty Laporte (725-7864) in Utilities regarding wastewater disposal.**

TERM: \_\_\_\_\_

(Include initial term and option desired)

SQUARE FEET REQUIREMENTS: \_\_\_\_\_

PREFERRED LOCATION: \_\_\_\_\_

ALTERNATIVE LOCATION(S): \_\_\_\_\_

TENANT IMPROVEMENTS REQUIRED: \_\_\_\_\_

**It is the responsibility of the tenant to inspect property for ADA compliance.**

NUMBER OF PEOPLE OCCUPYING SPACE: \_\_\_\_\_

NUMBER OF PARKING SPACES REQUIRED: \_\_\_\_\_

OTHER AMENITIES REQUIRED: \_\_\_\_\_

ARE THERE ANY GOVERNMENT GRANT REQUIREMENTS THAT COULD AFFECT THE LEASE? Circle one:

(e.g., Early Termination Clause(s))                      Yes                      No

If yes, please provide us with details: \_\_\_\_\_

Have you looked at a space? Circle one:                      Yes                      No

If yes, please provide us with details: \_\_\_\_\_

Have you spoken with any Landlords? Circle one:      Yes      No      If yes, who: \_\_\_\_\_

Has a broker been involved? Circle one:              Yes      No      If yes, who: \_\_\_\_\_

Signed: \_\_\_\_\_

**Must be authorized to sign for the above Account No.**

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Send to:** Land, Buildings and Real Estate, Stanford University, 3145 Porter Drive, Palo Alto, CA 94304 (Mail Code 8442)  
 ATTN: Robert Reidy, Phone (650) 724-1398; Fax (650) 725-8598