

# AGENCY LEASE TRANSACTION REQUEST

*Submit this form, business case and any additional information/documentation to the Real Estate Division to begin this transaction.*

A Sample Business Case Outline can be found on RED Website @ <http://www.realestatedivision.wv.gov/>

## AGENCY INFORMATION

Agency:	Department:
Address:	City/State/Zip:     /     /
Agency Contact:	Phone Number:     -     -     Ext.
Fax Number:     -     -	E-mail Address:

## TENANT INFORMATION (If different from above)

Tenant:	Department:
Address:	City/State/Zip:     /     /
Agency Contact:	Phone Number:     -     -     Ext.
Fax Number:     -     -	E-mail Address:

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## PROPOSED TRANSACTION TYPE:   Please Check One

<input type="checkbox"/> <b>New Location:</b> <b>Agency to Provide Business Case for New Location to Include:</b> <ul style="list-style-type: none"> <li>Desired Location: City/County (Please indicate any preferred buildings)</li> <li>Desired Square Footage</li> <li>Any Special Space Requirements (Conference Rooms, Storage, Hearing Rooms, Etc.) Furniture, Fixtures, and Equipment (FF&amp;E) – New or Existing Above Standard Voice and Data Requirements</li> <li>Preferred Move Schedule</li> <li>Budgeted Allowance</li> <li>Current Headcount</li> <li>Projected Headcount in 3 Years</li> <li>Conformation of Notification to Current Lessor (if applicable)</li> <li>Current Lease Number to be Canceled (if applicable)</li> </ul>
<input type="checkbox"/> <b>Lease Renewal:</b> <ul style="list-style-type: none"> <li>Lease Number</li> <li>Desired Lease Term</li> <li>Budgeted Allowance</li> <li>Current Headcount</li> <li>Projected Headcount in 3 Years</li> <li>List of any Maintenance or Lessor Issues, Required Renovations, Etc. (To be used in the negotiating process)</li> </ul>
<input type="checkbox"/> <b>Expansion or Contraction Desired at Current Leased Location:</b> <b>Agency to Provide Business Case for Expansion or Contraction to Include:</b> <ul style="list-style-type: none"> <li>Lease Number</li> <li>Desired Square Footage</li> <li>Current Headcount</li> <li>Projected Headcount in 3 Years</li> <li>Required Renovations</li> <li>Budget</li> <li>Voice and Data Requirements</li> <li>Desired Timeline</li> </ul>
<input type="checkbox"/> <b>Lease Cancellation:</b> <b>In the Rare Instance a Cancellation is Required; Agency Will Provide a Business Case for Cancellation.</b> <ul style="list-style-type: none"> <li>Current Lease Number</li> <li>Desired Cancellation Date</li> <li>Conformation of Notification to Current Lessor</li> </ul>
<input type="checkbox"/> <b>Other:</b>

Agency Approval By: \_\_\_\_\_

Date: \_\_\_\_\_

***\*The Real Estate Division assumes that the person submitting this form has the authorization to bind and commit funds for the Agency.***

**For RED Use Only:**

Date Received: _____	Received By: _____	Approved By: _____
Date Approved: _____	Given To: _____	Date Given: _____