

REQUEST FOR LEASE ACTION

Section I

General Information:

Date of Request:

Lease Number:

(If Active Lease)

Agency: UAMS Agency #150, 4301 W. Markham Little Rock, AR 72205

Division making request:

Department/Program Permanent Address:

Contact for this Request:

Phone #:

Date Lease Space Needed:

Section II

Action Requested:

- | | | | |
|--------------------------|------------|--------------------------|---|
| <input type="checkbox"/> | New Lease | <input type="checkbox"/> | Change in Square Footage
(for existing lease premises) |
| <input type="checkbox"/> | Relocation | <input type="checkbox"/> | Alteration/Improvement |
| <input type="checkbox"/> | Other: | | |

Section III

Lease Specifics:

Request is for which city?

County?

Any special location considerations:

Has a specific location been identified?

If yes, please supply:

Property Owner/Lessor Contact Name:

Phone #:

Lease Term desired: year(s) Commencement Date:

Rental: Maximum budgeted rent permissible per year?

Estimate of Amount of Space Needed:

Number of Employees

Number of In-Field Employees (using office only part-time)

Please attach a complete list of employees and positions to occupy space

List areas needed other than employees work space, i.e. file room, conference, break room or other special needs:

- 1)
- 2)

3)

4)

Approximate square footage anticipated for this request

Automobile Parking: Employees

Visitors

Section IV

Alterations:

Brief Description of alterations or improvements requested:

Estimated cost of alteration/improvement(s):

(attach bids if already quoted)

Who pays?

Agency

Lessor

Account code _____

Section V

Authorizations:

The requested space is necessary, the information contained herein is accurate, and funds are available. A letter of explanation and justification is attached for this request. Arkansas Building Authority is requested to take appropriate action.

UAMS Cabinet Member

Title

Date

Submit this form (Including any supporting documentation/quotes) to: ddmoore@uams.edu or UAMS/Della Darlene Moore, 4301 W Markham – Slot 605, Little Rock, AR 72205

*****NOTE*** THE BELOW SIGNATURES WILL BE OBTAINED after CBC review, if required.**

Brian Cotten

Assoc. VC for Campus Operations
Title

Date

Amanda D. George

VC for Finance and CFO
Title

Date

For Arkansas Building Authority Use Only

Request Approved

Request Returned

Reason: _____

Request Assigned to: _____

Approved by: _____

Administrator of Real Estate Services

Date