

---

**(WV-15) REQUEST FOR TEMPORARY SPACE**

**INSTRUCTIONS: If you answer “no” to ALL of the following questions, DOA’s Real Estate Division approval is not required. Attach a copy of this form to the invoice for processing through the Auditor’s Office. However, if the answer is “yes” to ANY of the questions listed below, this form must be submitted at least one month prior to the requested date of use to the following address:**

**WV Real Estate Division  
601 57<sup>th</sup> Street, S.E., Suite #3  
Charleston, West Virginia 25304**

- 1) Is the space requested to be used as office space? Yes  No
- 2) Will the space be used for six (6) months or more? Yes  No
- 3) Will the total rental amount exceed \$10,000 for the event or use during the fiscal year? Yes  No
- 4) Is there any kind of rental agreement, contract, etc. to be signed by the agency? Yes  No
- 5) Has the agency’s authority to lease temporary space been revoked by the DOA? Yes  No

\* If you answer “yes” then you must attach a copy of the agreement along with a signed WV-96 to this form.

---

Type of space: (example, conference room, auditorium, etc.)

Date(s) of Use:

Rent to be paid to: (Vendor)

Cost for Use of Space:

Purpose:

Agency Contact:

Phone Number:

Name and Address of Spending Unit:

I certify that, to the best of my knowledge, suitable rent-free space is not available on the date(s) and for the purpose stated above.

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

---

APPROVED BY: \_\_\_\_\_

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

**Real Estate Division use only**