

AGENCY REQUISITION FORM

WV Code Chapter 5A, Article 10 vests in the Real Estate Division the sole authority to lease or acquire all space required by a state agency, except as specifically exempted. Real Estate Division regulations require that this form be completed prior to an agency leasing, renewing a lease, or acquiring space.

AGENCY INFORMATION: LEASE NUMBER (for existing leases): _____

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

TENANT INFORMATION (If different from above):

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

PROPOSED TRANSACTION TYPE: Click in the appropriate box:

- New location Lease renewal Expansion or contraction at current leased location
 Lease Cancellation Property Acquisition

BUSINESS CASE: Pursuant to WV Code §5A-10-5, the requesting agency certifies that the requested space is necessarily required for the proper functioning of the agency, the agency will be responsible for all rent and other necessary payments, and to its knowledge alternative space is not available on property now owned or leased by the state. PLEASE NOTE: If the request is for other than a straight lease renewal, the agency must provide additional information for the business case which should include, as applicable:

- Desired location: city / county (please indicate any preferred buildings)
- Desired square footage
- Furniture, fixtures, and equipment needs
- Voice and data requirements
- Any special space requirements (conference rooms, storage, hearing rooms, etc.)
- Desired timeline / move schedule
- Maintenance or lessor Issues, required renovations, etc. (for use in negotiating process)
- Budget / budgeted allowance
- Current headcount
- Projected headcount in three years
- Confirmation of notification to current lessor (if applicable)
- Current lease number to be canceled (if applicable)

Any supporting materials for the business case must be provided with this form, and are incorporated into and made a part of this document. The form must be signed below by the head of the agency or his/her designee. By signing this form, the undersigned attests that the information provided is true to the best of their knowledge, and that he/she has the authorization to bind and commit funds for the agency.

Should you have any questions, please do not hesitate to contact the Real Estate Division at (304) 558-3062.

Agency approval by (print name):

Signature:

Date: