

IMPORTANT: 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. ALL FIELDS MUST BE COMPLETED.

TRANSACTION TYPE

Please enter the transaction type (New Space, Lease Renewal, Cancellation, Non-Renewal, Expansion or Contraction, etc.)

DATE:

REQUISTION FOR LEASED SPACE

LEASE #:

AGENCY CONTACT INFORMATION:

Agency: _____
 Address: _____
 City/State/Zip: _____
 Fax Number: _____

Agency Contact: _____
 Contact Title: _____
 Department: _____
 Phone Number: _____
 E-mail Address: _____

DESCRIPTION OF DESIRED OR CURRENT LEASED SPACE:

RENT AND TERM:

Current Rent: _____ (per sq. foot)
 _____ (monthly)

Current Term: _____ years
 Desired New Term: _____ years*
 _____ Other (specify)

*Maximum allowable 40 years

Head Count: _____

SERVICES PROVIDED:

Water/Sewer
 Electricity
 Natural Gas
 Trash Removal
 Snow Removal
 Custodial Service/Supplies
 # Parking Spaces

Service Changes:

If Yes, What Changes:

PAID BY:

Lessor	☐	Tenant	☐	N/A	☐
Lessor	☐	Tenant	☐	N/A	☐
Lessor	☐	Tenant	☐	N/A	☐
Lessor	☐	Tenant	☐	N/A	☐
Lessor	☐	Tenant	☐	N/A	☐
Lessor	☐	Tenant	☐	N/A	☐

Yes ☐ No ☐

LESSOR (Property Owner) DATA:

Lessor Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____

Registered in wvOASIS: Yes ☐ No ☐

Contact Person: _____
 Phone Number: _____
 Fax Number: _____
 E-mail Address: _____

LESSOR ORGANIZATIONAL INFORMATION:

Lessor Business Type:

Corporation, Limited Liability Company, Etc.
 Board, Commission, Authority, City Council **

State Incorporated in:

Name of Signatory: _____
 Title of Signatory: _____
 Name of Signatory: _____
 Title of Signatory: _____

ISSUES/CONCERNS: Please state any changes, issues, or concerns with regards to the property, Lessor, maintenance, etc.

*Note: Persons signing for a corporation who hold positions other than President or Vice-President must have written authorization from said President or Vice-President granting them signature

**Note: Approved meeting minutes from the board, city council, county commission, authority, etc. are required.

I certify: 1) that the cost of rent and other expenses incurred for the space described herein shall be the full responsibility of this agency; 2) this space is required for the proper function of this agency; and, 3) that satisfactory space is not available on grounds or in buildings or facilities currently owned or leased by the State.

By: _____ Title: _____ Date: _____