

## Real Estate Lease / Purchase Justification Form

Any University department proposing to lease or purchase space off-campus must provide the following information to the [Vice President for Curriculum and Instruction and the Vice President for Business and Fiscal Affairs](#) for approval. Once signature is obtained from the two stated above, the signed form will then need to be sent to Facilities Planning and Development Office before the process of locating off-campus space can begin.

Accurate and detailed information via this form will help expedite the response to your lease or purchase request. It should be noted that this form is not applicable to the rental of storage facility space or the rental of space for a short duration, such as renting an auditorium for one evening, a banquet facility for a social function, or conference space for a meeting.

### GENERAL INFORMATION:

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date Originated

\_\_\_\_\_  
Date space is needed

### Requested Duration:

Surge (1-3 yrs.) \_\_\_\_\_ Temporary (3-5 yrs.) \_\_\_\_\_ Permanent \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Estimate of annual or monthly cost: \$ \_\_\_\_\_

Funding FOAP (s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete succinct responses to these questions which will facilitate the assessment and resolution of your request.**

1. Please describe the name of the person or program that will be occupying the newly requested space, the reason the space is being requested, the proposed functional use of the space (i.e. office, service, lab, classroom, etc.) and the estimated square footage. Describe special requirements such as special equipment and fixtures, build-out not normally provided, computer rooms, and any other features that are not typical for the type of space. State if parking is needed, and if so, how many spaces. (Provide additional pages as needed.)

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2. Describe where the department/college prefers the program space be located and list any adjacency or proximity considerations.

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3. If this request is based on the award of a research grant that has been funded, please provide the date of the award, term, and project number.

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4. If this request is based on the award of a research grant that has not been funded, please indicate anticipated date for receipt of funding, proposal number, and the anticipated term of the funding.

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5. Please list the FTE and headcount for faculty, staff and/or graduate students who will be using the requested space, and describe the nature of their position, e.g., program director, principal investigator, technical, administrative assistant, clerical, etc.

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6. How would your unit be affected if the requested space is not assigned?

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7. Does the requesting unit have operational and facilities funding in place?

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8. Will existing space be vacated if this request is approved? If “yes”, please attach a specific list of the building, floor and room/s to be vacated. If “no” please state what your existing space will be used for in the future.

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9. What steps have been taken to solve the space requirement by the reassignment of existing space within the Division, Department, and College? For example: has the department/college considered reclaiming under-utilized space to solve this need? Has the department/college re-evaluated the space assigned to lower priority initiatives?

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10. Please provide any additional information that will support or better define this space request. (Provide additional pages as needed.)

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11. All leases that have annual lease payments between \$250,000 and \$499,999 must be reported to the WSU Board of Trustees. All leases that have annual lease payments of \$500,000 or more must be approved in advance by the WSU Board of Trustees.

Reviewed by \_\_\_\_\_  
Dean/Vice President

\_\_\_\_\_  
Date

Please [submit this form](#). A PDF version of the form with the Vice President for Curriculum and Instruction and Vice President for Business and Fiscal Affairs signatures will be returned to the College/Department. After receiving the completed form back, YOU MUST follow the directions on page 5 of this form.

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**Vice President for Curriculum and Instruction Determination:**

Approved without modification

Approved with modifications (fill in comments below)

Denied

**Comments:**

**Signature:** \_\_\_\_\_  
Vice President for Curriculum and Instruction

**Date** \_\_\_\_\_

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**Vice President for Business and Fiscal Affairs Determination:**

Funding approved

Funding Denied

**Comments:**

**Signature:** \_\_\_\_\_  
Vice President for Business and Fiscal Affairs

**Date** \_\_\_\_\_

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**FOLLOWING COMPLETION OF THE FORM:**

1. Once a PDF with signatures from the Vice President for Curriculum and Instruction and Vice President for Business and Fiscal Affairs is received the Department is to forward the signed form to the [Facilities Planning and Development Office](#).
  - a. They shall determine whether any feasible space is available for both on and off-campus requirements. If University owned property is recommended, no additional steps are necessary. If space is available as a sub-tenant within a University leased property, a sub-lease or contract may be necessary with the Landlord.
  - b. If no space is available, the form shall be signed off and the original returned to the department with a copy forwarded to the Strategic Procurement department.
2. The department seeking to lease space shall consider using the University's preferred commercial real estate broker ([Miller-Valentine Group](#)) to represent the University in the search for a property as the space/need is appropriate.
  - a. The department shall prepare a requisition for a "Standing Order" to the real estate broker with an approximate dollar amount prior to commencing the property search. The department is responsible for paying all applicable commissions related to services for the search and negotiation of the contract terms
3. Once the property has been identified, a draft lease agreement needs to be prepared along with the [Financial Impact-Leasing Form](#), which both shall be forwarded to the Strategic Purchasing department as an attachment to a requisition for a "Standing Order" for the lease payments. Monthly payments shall be requested to be automatically paid by the Accounts Payable department by the due date.
  - a. The Strategic Procurement department will forward the lease agreement copies for review by the following offices: Risk Management, Legal Counsel, and Facilities Planning and Development (related to maintenance and infrastructure responsibilities) before issuing an order.
  - b. Any recommended changes to the contract by the above offices will be addressed by the Strategic Procurement office through the broker representing the department. Any necessary mutually agreed to modifications will be made to the contract and a final version forwarded to the Vice President for Curriculum and Instruction and Vice President for Business and Fiscal Affairs and then to Strategic Procurement department for signature.
  - c. Two copies of the lease will be signed at the time the order is processed in the Strategic Procurement department with one executed original copy to be kept in the central file in the Strategic Procurement office and the other to be returned to the Landlord or its designee.
4. Once the lease and Standing Order are processed, the department may make arrangements to occupy the property in accordance with the starting date and lease terms.