

LEASE FOR PRIVATE PROPERTY

The following form shall be submitted to the Joint Capital Outlay Subcommittee (JCOS) at least two weeks prior to a lease being included on a JCOS agenda for review and approval pursuant to Section 221 (3) of PA 431 of 1984.

DMB Letter Date:	
Lease Number:	
Department:	
Location:	
Lessor:	
Square Footage/Use:	
Lease Costs: Annual Monthly Per Sq. Ft. Increases	
Renovation Costs:	
Utilities:	
Management Fee:	
Taxes:	
Operating Costs:	
Lease Terms:	
Option to Purchase:	(If option to purchase is included, provide rationale for not funding construction through the State Building Authority.)
Existing Space:	(Include years in existing location, cost, terms of the lease, and disadvantages related to continuing in current location.)
Bid Process:	(Include overview including dates, number of proposals submitted, cost range of proposals, comparable market rates, and an explanation if lowest bid was not accepted.)
Other Issues:	

Cost Comparison

	Proposed Lease	Current Lease	Difference
Total Sq. Ft.			
Base Cost Per Sq. Ft.			
Annual Lease Cost			
Utilities			
Taxes			
Operating Costs			
Total Annual Cost:			