



## REMODELING REQUEST MEMO

**DATE:**

**TO:** Susan Estes, Lease Supervisor  
Real Estate and Construction Services  
Administration Building, Room 309

**FROM:**

**SUBJECT:** REMODELING OF NON-STATE OWNED LEASED SPACE AT A COST BETWEEN \$1,000.01 - \$5,000  
LEASE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

This is to request approval to remodel space including but limited to as follows: \_\_\_\_\_ and per the attached floor plans and specifications. Lessor will complete the remodeling by \_\_\_\_\_. The total amount for construction is \_\_\_\_\_.

**APPROVED:** \_\_\_\_\_ (Agency)

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

Contract Entered by: \_\_\_\_\_  
Date

**APPROVED: DEPARTMENT OF ADMINISTRATION**

By: \_\_\_\_\_  
Real Estate and Construction Services  
Date: \_\_\_\_\_

c: Agency  
Lessor  
Real Estate and Construction Services