Leasing Services We Provide:

Real Estate Services/Transactions:

• Negotiate and execute new leases, lease renewals, relocations, expansions and contractions
• Generate income, subleases and agency agreements for State-owned or leased property
• Leasing of property under the custodial control of the Dept. Of Administration
• Consultation regarding real estate strategy
• Market analysis
• Maintain lease database

Landlord/Tenant Relations:

• Act as a liaison between the tenant and landlord
• Assist with the compliance of lease and construction terms
• Resolution of landlord/tenant conflicts
• Limited emergency response and documentation of impact on the lease agreement

Requests for Proposals (RFP):

• Evaluate need for RFP
• Facilitate RFP process

Site Selection:

• Identify properties for lease
• Arrange and conduct tours
• Solicit and evaluate proposals

Space Programming Services (as resources allow):

• Consult with agencies about State space guidelines and best design practices
• Use surveys to determine agency and program space requirements and square footage
• Verification of square footage for leased premises

Documentation of Changes Related to:

• Remodeling requests
• Change orders
• Orders against tenant improvement allowance
• Project close-out
• Amendments to modify lease terms
• Coordinate estoppels and transfer of ownership
• Parking, storage, boat slip and helipad leases
• Licenses for various purposes
Services We Don’t Provide:

- Manage the daily operations of the leased premises
- Accounting services including, but not limited to, accounts payable and encumbrance of funds
- Human Rights Certificates
- SWIFT vendor registration
- Inter-Agency agreements
- Sustainability matters/reporting
- Mail coordination, printed material changes
- Insurance matters
- IT coordination
- Obtain bids for remodeling requests or construction changes
- Construction management services
- Project management or obtaining quotes for work related to moves and reconfiguration of leased premises
- Furniture and equipment selection, acquisition or project management for installation.
- Ergonomic assessments
- Interior design services
- Surplus services/disposal of furniture and equipment

Questions or Comments:
Please contact Mary Waldrop
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For Land matters, please see Sales and Acquisitions