

## 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

### 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

### 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

## 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**