



Real Estate Lease Approval

Date:	Campus:	Lease Type: <input type="checkbox"/> Payable <input type="checkbox"/> Receivable	
Requesting Department:			
Business Use (REQUIRED):			
Justification (REQUIRED):			
Department Contact (Enter department contact who should receive email notifications for upcoming expiration dates, renewal options, etc.)			
First Name		Last Name	
Email		Phone	
Leased Property Address			
Street			
City	State	Zip	County
Asset Information (Required for Receivable Leases Only)			
Building Name		Asset ID	
Supplier/Customer Information			
Lessor/Lessee Name		Supplier/Customer ID (Enter "NEW" if new ID needs to be setup)	
Payment/Invoicing Address			
Street			
City	State	Zip	County
Address Seq #	Location (example STANDARD OR ACH001)		
Lease Details			
Commencement Date		Expiration Date	
# of Renewal Options		Duration of Each Renewal Option	
Annual Base Rent \$		Total Contract \$ Amount	
Additional Annual Expenses (estimates): <input type="checkbox"/> Taxes \$ _____ <input type="checkbox"/> Insurance \$ _____ <input type="checkbox"/> CAM \$ _____ (check all that apply & enter estimated amt, if known) <input type="checkbox"/> Other: _____ \$ _____			
Accounting: Grant Funded?			
MoCode	Fund Code	Department Code	Class Field
			Program Code
			Project Code
Reasonably Certain Renewal Option(s) (Required for Payable Leases Only)			
If the lease contains renewal options, how many (if any) renewals will be taken? For example, if the lease contains 3, 1-year renewal options and the department is reasonably certain 1 of the 3 options will be taken, enter "1"			

Approved By:

Business & Finance Officer

College/School Dean or Non-Acad Division Leader

Printed Name: _____

Printed Name: _____

Chancellor/Vice Chancellor Finance

Printed Name: _____

UMRE Admin Use Only	
Fair Market Value (Y/N):	
Stark/Anti-Kickback Reviewed (Y/N):	
BOC Approval Required (Y/N):	
If Yes, reason:	
BOC Approval Date:	
Conflict of Interest Checked (Y/N):	
Conflict of Interest Identified (Y/N):	
RIM Variance Required (Y/N):	
If Yes, Approved by:	

Completed form to be returned to Campus Real Estate Coordinator