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## General Intake Form

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Research, Historical, Data)

Please Describe your request:

Is this part of an approved project?

Yes

No

If Yes, please describe:

Please provide account funding number if required for any contracted services as requested:

Will your request require a market study or real estate analysis?

Yes

No

Property Description/Address:

Requesting Department Contact Name / Phone / Email:

Date:

INCLUDE any available pictures, aerials of property, site plans or related materials for the scope of work needed

\*\*After receipt of this completed form, we will evaluate and respond with questions or requirements for further information / materials \*\*