



General Intake Form

Upon completing this form, please send it via email to the Campus Real Estate Office; real.estate@austin.utexas.edu or if you have questions, call us at (512) 471-8400. Once received, your transaction will be promptly assigned for the appropriate required review.

Requesting Department:

Request Type:

(e.g. 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:

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