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## General Intake Form

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Upon completing this form, please send it via email to the Campus Real Estate Office; [real.estate@austin.utexas.edu](mailto: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. Right of Entry,  
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 \*\*