



Office Space Leasing Request Form - UT as Tenant

Important - Please read first:

- The new leasing process can take 6 – 18 months to complete
- **Signatures** are required from **Department Director and/or Dean AND Vice President** before CREO can begin process
- Please see [FAQs](#) at the bottom of the form

(To be completed by UT Department requesting space and returned to the [Campus Real Estate Office](#))

Department

Program Name

Department Contact

Phone Number

Email

Tenant Information

1. Please identify the proposed Tenant:
2. Identify the property where the new Tenant will be located:
3. Is the Tenant a taxable entity? If so, please describe in detail: Yes No
4. Is the Tenant an UT affiliate, or partner in a current UT program? If so, please describe in detail: Yes No

Early Approvals - Please be aware that there are two required signature blocks at the bottom of this form

5. Has the proposed lease been approved by the responsible Dean or Vice President? Yes No
**If all approvals are met, please attach documentation of approval, along with required signatures*
6. Where are you in the approval process?

	We have all required approvals – see attached signature and documentation.
	We have verbally received approval – currently acquiring signature and documentation.
	No approvals yet, but the request has been routed.
	No approvals yet, we are asking CREO for a quote.

Account

7. What account number will be used for lease payments?
8. Who is the contact for the account?
9. Who is the approver?



Brokers - Please do not contact a broker if you haven't already

10. CREO will assign a Broker if needed. Please do not contact a broker.

Size and Type of Space

11. What is the (approximate) amount of space needed?

s.f.

**Please attach a proposed space/furniture plan, if available*

12. What is the function and purpose of the space needed?

Administrative Offices
avg. 100-220 sf per office

s.f.

Lab Space – Research

s.f.

Lab Space – Computer

s.f.

Instructional Space
avg. 1000 sf classroom

s.f.

Storage

s.f.

Other:

s.f.

13. What type and quality of space is proposed? (*The intention of this question is to understand the class of space; example of descriptions: age of design, age of building, etc.*)

Location

14. What is the proposed location for the space?

15. What is the Building/Facility name and address:

Term

16. What length of term is proposed?

Hours of Operation

17. Will operations require regular access to and/or use of the space outside regular business hours (8 AM to 5 PM)?

Yes No

18. Is there a requirement for 24/7 access into the building?

Yes No

Employees

19. How many Tenant staff will occupy the space?

20. What is the expectation of how many people will be occupying the space regularly?



Parking

21. What parking will be necessary?

Employee parking	spaces
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Guest parking	spaces
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Other parking:	spaces
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Utilities

22. Please list any special utilities needed (for example, soundproof walls, vent hoods for labs, etc.):

Other Requirements

23. **IT:** Any out-of-the-ordinary computer or phone system requirements?

24. **Transportation:** Any special transportation requirements?
Example: walking distance from bus routes

25. **Special:** Any other special requirements?
Examples: loading dock, access to major freeways, easy access to 360, overhead door, climate-controlled server room, etc.

26. **Texas Department of Licensing and Regulation ("TDLR"):** *An entity with which the Texas Commission of Licensing and Regulation ("TCLR") contracts, or a person holding a certificate of registration issued by TCLR must perform an on-site inspection of the proposed space before it is occupied by the institution to ensure compliance with TCLR accessibility standards adopted under Texas Government Code, Chapter 469 (Texas Government Code Sections 469.105 and 469.106).*

TDLR Inspection Certification and Date of Completion:

27. **Fire and Life Safety:** *It is the policy of the U.T. System and any of its institutions to ensure that, before the U.T. System uses any building for campus purposes, it is in compliance with the applicable fire and life safety code.*

Fire and Life Safety Inspection Certification and Date of Completion:

Rate

28. Please provided the expected rental rate, including any operating expenses:

Timing

29. What is the desired occupancy date for the space?

30. Additional comments:



Expansion capability

31. Is it possible that more space will be needed? Yes No

32. If yes to question 26, what is the approximate s.f., and when will the space be needed?

Approvals

Department Director and/or Dean Date
 Printed name:

Vice President Date
 Printed name:

Frequently Asked Questions:

- Q: What is required to lease a space off campus?
 A: The steps for leasing space off campus include the following:
 Submit a Space Lease Request Form to the Campus Real Estate Office (CREO)
- CREO initiates a market study based on the Departments stated needs
 - CREO assists the Department is reviewing and selecting a space
 - CREO negotiates lease terms with landlord
 - Department approves terms, and CREO signs the lease
 - CREO and Department coordinate with landlord as the space is built out to specified requirements
 - Department moves into space and begins occupancy
- Q: How long does the process take?
 A: Depending on varying factors, the process typically takes 12 – 18 months:
- Market Study: 6 weeks
 - Lease Negotiation: 6 – 24 weeks
 - Space Build Out: 12 – 16 weeks
 - Board of Regents: 12 – 24 weeks (if required)
 - Relocation: Up to 12 months
- Q: What is a typical rental rate?
 A: Rental rates depend on location, use, square footage leased, and duration of lease.
- Market rates in Austin in 2017 were typically \$30 - \$40 per square foot (base rent + operating expenses).
 - (Example: 5,000 square feet of space at \$35 per square foot would equal \$175,000 per year, or \$14,583.33 per month).



The University of Texas at Austin
Campus Real Estate Office

Q: Who negotiates the lease?

A: CREO will negotiate the lease terms on behalf of the Department.
Lease terms must be final approved by the Department before the lease is signed.

Q: Who processes rent payments?

A: CREO can administer lease payments on behalf of a Department, or a Department may administer its own lease payments.

Q: Who has to approve the lease terms?

A: CREO will communicate with the Department during lease negotiation. Once terms are agreed upon, a Dean or Vice President that is authorized to commit funds for the duration of the lease must provide written approval to proceed with lease execution.