

LEASE #: _____ NEW LEASE

TO: GENERAL SERVICES _____ CIRCUIT _____
CONTACT PERSON _____



DJJ LEASE INITIATION FORM

FROM: _____ SIGNATURE: _____
PHONE: _____ S/C _____
E-MAIL: _____
DATE OF REQUEST: _____

1. CURRENT LEASE STATUS

SQUARE FOOTAGE: _____
LEASE TERM: _____ , _____
FROM (MO/DY/YR) TO(MO/DY/YR)
RENEWALS: _____ , _____
NUMBER YRS/EACH

2. PROPOSED LEASE ACTION

NEW LEASE RENEWAL MOD TO INCREASE MOD TO DECREASE
 CHANGE DESCRIPTION CHANGE OWNERSHIP OTHER: _____

PROPOSED LOCATION: _____

BOUNDARIES: NORTH: _____ EAST: _____ SOUTH: _____ WEST: _____

SQ. FOOTAGE REQUESTED: _____ TOTAL SQ. FT. AFTER CHANGE: _____

JUSTIFICATION OF SPACE NEEDS "SAW": _____ TOTAL FTEs: _____

PROPOSED TERM OF LEASE: _____ , _____
FROM (MO/DY/YR) TO(MO/DY/YR)

TYPE OF SPACE: OFFICE WAREHOUSE OTHER: _____

TYPE OF SERVICES: FULL LESS ELECTRIC LESS JANITORIAL NO SERVICE

NUMBER OF PARKING SPACES: _____

3. BUDGET APPROVAL

ORGANIZATION CODE: _____ EXPANSION OPTION: _____

IMPACT ON BUDGET: INCREASE DECREASE: \$ _____

JUSTIFICATION OF ACTION:

APPROVAL SIGNATURES:

_____ DIRECTOR DATE _____
LOCAL BUDGET ANALYST DATE _____
HQ BUDGET ANALYST DATE _____