

CONTRACT COVERSHEET / BUSINESS TERM SHEET FOR LEASES

Office of Real Estate Services

5000 Gulf Freeway, Building 1, Room 110, Houston, TX 77204-5025 ■ Phone: 713-743-1694

<p>Note: Submissions can take 45-60 business days for processing. Incomplete submission forms may result in additional delays. (*) indicates required information</p>					
*Name: _____		*Title: _____			
*Phone: _____		*Email: _____		*Date: _____	
*Campus: _____		*College / Division / Dept. Name: _____			
*Cost Center: Fund _____	Dept. ID _____	Prog _____	Proj _____	Acct _____	Amount \$ _____
<p>Have you already located space? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete Section 1.2 and 1.3. If no, please complete section 1.1 and 1.3.</p>					
<p>Section 1.1: Please provide detailed information so that we may assist you with locating space.</p>					
Area interested in:					
Square Footage: _____		Type of space (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Office <input type="checkbox"/> Conference Room <input type="checkbox"/> Lab Space			
Occupancy Deadline: _____		Does this deadline include renovations to space if needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Desired Length of Lease Term: _____		Maximum Monthly Rent Rate: \$ _____			
Notes / Comments:					
<p>Has there been, or is there currently an agreement in place? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide copies of all existing or prior agreements to our office.</p>					
<p>Section 1.2: Please provide detailed information on space located.</p>					
Building Name / Location Address: _____					
Contracting Entity Name: _____			Contact Person: _____		
Phone: _____		Email: _____			
Address: _____		City: _____		State: _____ Zip Code: _____	
<p>Have you already been provided with a lease agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include document in Word format with your submission packet along with all exhibits referenced in agreement.</p>					
Square Footage: _____		Type of space (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Office <input type="checkbox"/> Conference Room <input type="checkbox"/> Lab Space			
Lease Term: _____		Monthly Rental Rate: \$ _____			
Build Out Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please complete the following information.		Total Amount of Build Out: \$ _____	
<p>Who's paying for the build out? <input type="checkbox"/> Landlord <input type="checkbox"/> University <i>*If amount is more than \$300,000 in build-out cost, please provide plans for review and approval by Facilities, Planning & Construction.</i></p>					
Occupancy Deadline: _____		Does this deadline include renovations to space if needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Notes / Comments:					
<p>Section 1.3: Please provide detailed information on space located.</p>					
Will students be visiting leased space? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how frequently? _____			
Intended Use: _____					
<p>Will there be any UH owned property in leased space (i.e. furniture, specialized equipment, computer equipment, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please contact Risk Management to ensure that contents are insured. Failure to do so could result in gap of coverage.</i></p>					
Parking Requirements: _____					
Building Access Requirements (i.e. after hours, weekends, etc.): _____					
<p><u>Required submission packet forms must be attached.</u></p> <p><input type="checkbox"/> Memorandum and or email explaining proposed transaction <input type="checkbox"/> Recommendation for Award (must be completed & executed prior to OCA submission) <input type="checkbox"/> Contract Coversheet/Business Term Sheet <input type="checkbox"/> Justification of Proprietary (Sole Source) Acquisition (if applicable, this form is required by UH Purchasing Dept.) <input type="checkbox"/> Other supporting documents (if applicable)</p> <p>Please submit entire packet to ores@uh.edu.</p>					
<p>Certification of University Employee(s) With Responsibility of Ensuring Contract Information is Correct</p> <p>By submission of this contract coversheet / business term sheet, I request the Office of Real Estate Services ("ORES") to process this contract in its usual and customary manner for the lease of the above-described property. I have provided ORES all information I have obtained with regard to this transaction thus far and will immediately contact ORES should any of the information I provided change. I understand that submissions can take 45-60 business days for processing, and incomplete submission forms may result in additional delays. Further, I understand that should the amount for the entire term of this contract exceed one million dollars, approval by the Board of Regents will be required.</p>					
Name/Title: _____		Signature: _____		Date: _____	
(Originator of contract who certifies that the information listed above is correct)					
Name/Title: _____		Signature: _____		Date: _____	
(AVP/Dean Authorization)					