**Lease Approval Request (LAR)**

 Date:

University leasing unit:

Lease location/address:

Space Use/Justification:

SUAC review date/comments:

Landlord:

Lease square footage:

Lease term:

Renewal options:

Lease Costs:

|  |  |  |
| --- | --- | --- |
|  | **$/SF** | **Annual Total** |
| Rent |  |  |
| Expenses |  |  |
| Real Estate Fees |  |  |
| Management Fees |  |  |
| Fit-Out |  |  |
| Other |  |  |
| **Total to Landlord** |  |  |
| Direct Expenses |  |  |
| ***Total Cost*** |  |  |

Operating expense terms:

Capital fit‐out costs:

Other provisions/details:

Comparison to local market rate:

Lease Net Present Value:

Capital Plan/Plan variance:

Funding source:

Approvals: