



GROUND SPACE LEASE SPECIFICATIONS QUESTIONNAIRE

Page 1 of 2

Site Name: _____

Type of Site: New Site
 Relocation
 Existing Site – Is existing site suitable? Yes No – If No, explain: _____

1. Delineated Area: Describe area streets and/or buildings and landmarks. A specific site may be requested if based on programmatic requirements. If so, provide a written explanation of program requirements that restrict the competitive area. If available, attach a map of the local area. _____

If a specific site is requested, provide legal description if available; otherwise, provide a street address: _____

2. Size of parcel required: _____

3. Date required: _____

4. Length of lease term desired (maximum of 20 years): _____

5. Describe the activities to be performed on site: _____

6. List the equipment to be installed, or already installed on site: _____

7. List any electrical or other utility requirements: _____

8. Are separate meters necessary for electrical or other utility requirements? Yes No

9. List services (security, maintenance, landscaping, etc.) to be included as part of the lease: _____

10. List services which will be contracted separately:

<u>SERVICE</u>	<u>P.O. NUMBER</u>	<u>ANNUAL COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Are buffer zones, drainage, or topographical restrictions required? Yes No

If Yes, describe: _____



GROUND SPACE LEASE SPECIFICATIONS QUESTIONNAIRE

Page 2 of 2

Site Name: _____

12. Is an access road required? Yes No
If Yes, the frequency of use will be? _____

13. List any on-site security requirements, such as fences, etc: _____

14. List any other special requirements not already covered (continue on separate sheet if necessary): _____

15. Comments concerning current lessor, services provided, or lease terms (continue on separate sheet if necessary):

16. If this is a continuing requirement for space already occupied, provide cost estimate for relocating operations. This cost estimate should be itemized (i.e. moving, cabling, etc.): _____

17. Briefly describe any plans for expansion, reduction, improvements, or relocation: _____

CERTIFICATION OF FUNDS AVAILABLE

I have reviewed the information contained in this request for space in view of the Balanced Budget and Emergency Deficit Control Act of 1985 (Gramm-Rudman-Hollings). I certify that I have considered the impact of the Act and that agency funds are available.

Accounting Information: _____

Typed Name of Agency Certifying Official: _____

Signature of Certifying Official

Date