REAL PROPERTY SPACE REQUEST

For Lease or Purchase with a Cost of Less than Prospectus ($2.59M)

1. What type of space is needed?

[ ] Office [ ] Housing [ ] Land
[ ] Storage [ ] Lab [ ] Pier/Dock
[ ] Tower/Roof [ ] Warehouse [ ] Other: _____

2. What type of action is being requested?

[ ] New Lease *(new or relocation of existing site)*
[ ] Succeeding Lease *(continuing mission need at existing site)*
[ ] License (*only access is needed and no Federal improvements will be made)*
[ ] Acquisition *(purchase)*
[ ] Not sure

3. Can more than one location meet the programmatic need?

[ ] Yes
[ ] No: Then location needs to be based on programmatic requirements, please attach a written explanation to justify restricting competition.

4. What is the delineated area?

Describe the general location capable of meeting your mission-related space requirements, using area streets and/or buildings and landmarks to define the boundaries *(please include city and state)*. If available, please also attach a map of the local area.

_____
_____
_____

5. How much space and/or parking *(fed and employee)* **are needed?**

Estimate for minimum square footage required: _____ *(for office use 250 gross sq. ft. per person)*
Number of parking spaces: _____
Information on any special purpose needs or space requirements: *(conference, files, servers, security)*

_____
_____

6. When do you need the space and for how long?

Space is required by: _____
Duration needed is: _____ years *(A long lease term may result in a capital lease)*.

REQUESTOR'S NAME:_____ **LINE OFFICE:**_____

E-MAIL:_____ **PHONE NO:**_____

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Rev. 4/25/2008

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 Data: _____

Typed Name of Agency Certifying Official: _____

_____ _____

Signature of Certifying Official Date

A capital lease *(see definition below)* is [ ] is not [ ] an acceptable outcome of this acquisition.
(If not acceptable, the lease term identified earlier may have to be reduced.)

Capital Lease:
A Capital Lease means any lease other than a lease-purchase that does not meet the six OMB criteria of an operating lease in A-11 Appendix B. Budget authority will be scored in the year in which the authority is first made available in the amount of the net present value of the Government's total estimated legal obligation over the life of the contract. The Budget Outlay is an amount equal to the annual lease interest payments over lease term.

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