

# ACQUISITION PLANNING FOR LEASES

ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY

Purpose. This Realty Services Form (RSF) is for Agencies to initiate acquisition planning within the leasing process.

**Please complete and return to [OCS\\_RealProperty@co.pg.md.us](mailto:OCS_RealProperty@co.pg.md.us)**

## A. ACQUISITION BACKGROUND/OBJECTIVES

1. Requiring Agency\* \_\_\_\_\_  
Current Address\* \_\_\_\_\_
2. Agency Point of Contact (POC)\* \_\_\_\_\_  
Email Address\* \_\_\_\_\_  
Phone Number \_\_\_\_\_
3. Estimated Square Footage (RSF and USF) RSF \_\_\_\_\_ USF \_\_\_\_\_
4. Estimated Lease Term FROM \_\_\_\_\_ TO \_\_\_\_\_

### 5. LEASE ACTION

**EXTEND   RENEW   REPLACE   NEW REQUIREMENT**

*If new requirement, provide description of the requirement, including services, if any, to be provided by the Lessor.*

Continuing Need (Succeeding, Superseding, Expansion, Extension, Buy-Out, Renewal)

*Explain (include current term, SF, rental rates, and any changes from existing lease).*

New Lease Construction (Tenant Improvements)

*Explain.*

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## B. PLAN OF ACTION

1. Results of Market Survey of locations that will meet the agency's needs: *(If applicable)*

2. Solicitation Method Desired\*

Competition

Full and Open

Other *(Attach approved justification)*

*Negotiations will be conducted so that the negotiated rate is supported by valid market data for the area.*

Source Selection

Best Value

Lowest Price/Technically Acceptable

CoStar

Other

Evaluation Factors

3. Project Information

Project Number

OR

Current Lease Number\*

Estimated Annual Rent (\$)

RSF

USF

Total Annual Rent (\$)

Estimate Derived From

Space Request Form (SRF)

Other. *Explain how estimate was derived*

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### Funding Availability

Year 1	Year 2	Year 3	Year 4	Year 5
Yes	Yes	Yes	Yes	Yes
No	No	No	No	No

### Projected Total Contract Value (\$)

4. Environmental/Energy Conservation Objectives:

*List clauses that will be included in the RFS (a statement that all required Green Lease Clauses are included in the RFS is also acceptable), or provide justification for not including all "Green" lease clauses in the RFS (which were excluded and why).*

5. Other Objectives

*Describe.*

6. Discuss any conditions peculiar to the lease action [i.e., inclusion of evaluated renewal or expansion option(s)]

7. Lease Administration

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## C. MILESTONE EVENTS *(provide dates)*

	PROPOSED	ACTUAL
1. Space Request Form (SRF)		
2. Market Survey		
3. Issuance of		
4. Offers Due		
5. Final Proposal Revisions Due		
6. Letter of Intent		
7. Lease Award		
8. Lease Effective		
9. Space buildout		
10. Occupancy		

## D. SUBMISSION, REVIEW AND APPROVAL

Submitted by

*Agency POC*

*Signature*

*Date*

Reviewed by

*LARP Real Specialist*

*Signature*

*Date*

Approved by

*LARP Administrator / OCS Director*

*Signature*

*Date*

