STATE BUILDINGS AND REAL ESTATE PROGRAMS
SPACE REQUEST FORM ("SRF")

For Expanding Space, Reducing Space, obtaining New Leased Space, or any other Real Estate Acquisition

Please complete this SRF and return it to the Office of the State Architect, Real Estate Programs.
For questions, please email: Cameron Kennedy cameron.kennedy@state.co.us or Jennifer Threlkeld jennifer.threlkeld@state.co.us

Agency / Institution: _____

Submittal Date: _____

Program Contact:	Procurement Contact:	Budget Contact:
Name:	Name:	Name:
Telephone:	Telephone:	Telephone:
Email:	Email:	Email:

Current Facility:

Address: _____
Lease expiration date: _____
Annual Rent: _____
Renewal Notice deadline?: _____
Current Head Count: _____

Use: _____
Rentable Square Feet: _____
Current base rent (if known): _____

Are there any additional expenses beyond base rent? _____
(Include any amounts such as operating expenses or additional negotiated terms to the agreement.)

Reason for Request (check all that apply):

□ Renewal □ Expansion □ Reduction □ Relocation □ New Purchase □ New Lease
Use: □ Office □ Warehouse □ Industrial □ Other: _____
Rentable Square Feet Needed: _____
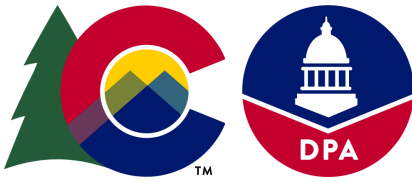Desired Lease Term: # of Years/Months: _____
Estimated Occupancy Date: _____
Type of Parking Required: □ Employee □ Public □ Reserved (Only State Fleet Vehicle parking can be paid through the lease)

Do you need Electronic Vehicle charging stations for State Use: □ Yes   □ No
(If the infrastructure does not exist, it should be included in tenant improvements)

Mass Transit Requirement: □ Bus □ Rail □ Other: _____

Space Planning:

Has a program plan been completed? □ Yes □ No   (If so, please attach it.)

Has Statewide Planning been contacted regarding your space needs? □ Yes □ No (Institutions of Higher education are excluded.)

Budgeted Amount by Program:

Yearly budgeted total rent amount (can be shown as a range): _____

Source of Funding: □ State _____ □ Federal _____ □ Grant _____ □ Other: _____ (Provide category percentages if more than one type)

Has an annual appropriation for the entire term been accounted for? □ Yes □ No

Have budgeted funds been allocated for relocation costs: □ Yes □ No □ N/A

(Examples include: relocation costs, furniture, IT, cabling)

Colocation Possibilities:

Does the program have any unique requirements or needs that would prevent it from colocating with another Agency or Institution of Higher Education? □ Yes □ No

If yes, please explain: _____

Does the program have any other requirements for the area the Agency/Institution intends to occupy? □ Yes □ No

If yes, please explain: _____

Please attach any additional pages of explanation or forms for special requirements (e.g., planning documents)