

Procurement and Contract Services Process for Requesting a Property Lease (Ground Lease or Space Lease)

(This process does not apply to campus space use requests through University Space Management)

All requests for a Property Lease must be directed to the Contract Services Section of Procurement and Contract Services.

The campus department shall forward all pertinent documents and information via email to the Contract Services when they need a Property Lease executed.

The request shall include the following:

- Type of Lease (Ground Lease or Space Lease)
- Lessor
- Lessor contact person name, phone # and email address
- Lessee
- Lessee contact person name, phone # and email address
- Term of Lease (can be number of months or years or start and end date)

The following is specific information needed depending on type of Lease.

Space Lease (CSU Standard Lease Model):

- Premises address
- Usable square footage
- Description of the location of space (building, floors, suites, room numbers, etc.)
- Space Plan for Exhibit A (this is generally the building floorplans showing the space being leased.
- Specifications for Exhibit B (if applicable)
- Early termination date
- Monthly rent including any other financial considerations

Ground Lease (CSU Ground Lease Model):

- Project Name
- Will the Ground Lease be recorded with the County?
- Description of Property for Exhibit A (legal description of property as surveyed)
- Project Description for Exhibit B. Describe the project that will take place on the leased property.

The Contract Specialist will review the request to make sure all required information is included determine the correct agreement type and template to be used, and draft the lease for review and negotiation of the parties.