

# NEW LEASE – INFORMATION SHEET

Finance and Facilities Management  
5700 Cass Avenue, Suite 4900  
Detroit, MI 48202

**Brinda Devine, Real Estate Officer**

Phone: (313) 577-6205, Fax (313) 577-2338, Email: bdevine@wayne.edu

In order to adequately review your lease request, please provide the following information and forward as directed on the following page. Please answer all questions as thoroughly as possible. *Please note that all leases with Wayne State University as a tenant are to be negotiated by the Finance and Facilities Management Department. Please contact the Finance and Facilities Management Department prior to any move from your existing space.*

## ■ Proposed New Lease

1. Please list the department that will occupy the lease space.
2. Department's contact person, title, phone number, and email address.
3. Person responsible for preparing requisitions for lease payments, title, phone number, and email address.
4. Lease Term – Provide the length of time needed for the space. For example from October 1, 2007 to September 30, 2008.
5. Current Funding Sources, including Index #s /Banner Fund and Organization.
6. Explanation and justification for the need of the proposed new lease space.
7. Proposed location of new lease space, including suite number/floor.
8. Rentable square footage needed. If classroom space, disregard.
9. A summary showing the use of the proposed new space:
  - a. Sponsored research (if sponsored research, a listing of grants/contracts involved should be included)
  - b. Department Research (indicate source of funds)
  - c. Academic
10. Source of funding for lease payments including Index #s/ /Banner Fund and Organization.

11. Verification that the request for movement and the subsequent funding has been approved by the Dean's or Provost's Office. Attach executed dean approval letter provided by the Real Estate Officer.
12. If tenant improvements are needed at the proposed new location, please provide sources of funding along with the Index #s/ /Banner Fund and Organization, if applicable.

#### ■ Frequently Asked Questions

**Q: Does Wayne State fund moving expenses?**

**A:** Department must bear the cost to move unless they can make other arrangements with their Dean or Vice President.

**Q: Does Wayne State pay for employee parking or telephone expenses?**

**A:** Departments must make arrangement with the landlord and bear the cost for such expenditures unless they can make other arrangements with their Dean or Vice President. In regards to DMC phone charges specifically, in instances where the department shares space with the University Physician's Group, the department will only be responsible for its pro-rata share which should be based on its percentage of occupancy within the lease space, not including common areas.

**Please forward your completed Information Sheet directly to:**

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Finance and Facilities Management —  
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Detroit, MI 48202

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If you have any questions or concerns regarding this process, then please contact the person noted directly above.