This form is submitted to the Vice President for Land, Buildings and Real Estate (LBRE) prior to negotiating lease forms. The Vice President will direct the request to Real Estate’s Managing Director for target locations within the Stanford Research Park and/or the Welch Road corridor, or direct the requestor to an approved real estate advisor for other target locations.

DATE: ___________________________ DATE REQUIRED: ___________________________

CONTACT: ___________________________ PHONE: ___________________________

DEPARTMENT REQUIRING SPACE: ___________________________

FUNDING SOURCE (Account No.): ___________________________

Department is responsible for all legal fees associated with lease review (if required).

PROJECTED USE: ___________________________

If lab space, you must contact Julia Nussbaum (723-9747) in Utilities regarding wastewater disposal.

TERM: ___________________________

(Include initial term and option desired)

SQUARE FEET REQUIREMENTS: ___________________________

ADDRESS OF PREFERRED LOCATION: ___________________________

ADDRESS OF ALTERNATIVE LOCATION(S): ___________________________

TENANT IMPROVEMENTS REQUIRED: ___________________________

It is the responsibility of the tenant to inspect property for ADA compliance.

NUMBER OF PEOPLE OCCUPYING SPACE: ___________________________

NUMBER OF PARKING SPACES REQUIRED: ___________________________

OTHER AMENITIES REQUIRED: ___________________________

ARE THERE ANY GOVERNMENT GRANT REQUIREMENTS THAT COULD AFFECT THE LEASE? Circle one: Yes No

If yes, please provide us with details: ___________________________

__________________________________________________________________________

________________________________________

Have you looked at a space? Circle one: Yes No

If yes, please provide us with details: ___________________________

__________________________________________________________________________

________________________________________

Have you spoken with any Landlords? Circle one: Yes No

If yes, who: ___________________________

__________________________________________________________________________

________________________________________

Has a broker been involved? Circle one: Yes No

If yes, who: ___________________________

__________________________________________________________________________

________________________________________

Signed:

Must be authorized to sign for the above Account No. Print Name

Date

Send to: Land, Buildings & Real Estate, Stanford University, 3160 Porter Drive, Suite 200, Palo Alto, CA 94304 (MC 8442)

ATTN: Robert Reidy, Phone (650) 724-1398; Fax (650) 725-8598

OCL Requisition

Updated April 2012