# Guide to Leases and Use Agreements

## Middle Tennessee State University 2018

### Campus Planning / Construction Administration

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### Solicitation Documents

- v January 2018 L 00100 1 Advertisement for Lease Proposals
- v January 2018 L 00250 3 Instructions for Submission of Proposals
- v January 2018 L 00255 3 Criteria for Evaluation of Proposals
- v January 2018 L 00450 3 Lease Proposal Quotation Form
- v January 2018 L 00455 1 List of Entities Having Financial Interest
- v January 2018 L 00465 1 Proposal Bond Form
- v January 2018 L 00475 4 Proposal Terms and Conditions
- v January 2018 L 00485 1 Proposal Supplement for Option to Purchase
- v January 2018 L 00515 7 Lease Agreement form (TBR institution is Lessee)
- v January 2018 L 00535 1 Signatures Authentication Form
- v January 2018 L 00543 1 ACH Credits Form
- v January 2018 L 00545 1 Substitute W-9 Form
- v January 2018 L 01115 5 Standard Specifications for Office Space
- v January 2018 L 01135 Standard Specifications for Educational Space
- v January 2018 L 01175 1 Supplementary Building Description and Data Schedule
- v January 2018 L 01185 1 Utility Services for Proposed Building
- v January 2018 L 01411 1 Building Construction Regulatory Requirements

### Authoritative References

- v January 2018 L 10100 1 applicable Statutory references
- v January 2018 L 10200 1 applicable SBC Policies
- v January 2018 L 10500 1 applicable Board Governance
- v January 2018 L 10900 5 Summary of revisions in this issue

### Procedural Instructions

- v January 2018 L 20130 1 Flow chart of lease approval process
- v January 2018 L 20230 1 Checklist for pre-review and approval documents
- v January 2018 L 20340 1 Outline of Ground Lease Basic Provisions
- v January 2018 L 20450 3 Assembling a Request for Proposals for Lease Space
- v January 2018 L 20505 3 Completing continuing Use Agreements
- v January 2018 L 20515 3 Completing standard Lease when TBR Institution is Lessee
- v January 2018 L 20525 3 Completing standard Lease when TBR Institution is Lessor
- v January 2018 L 20670 1 Program Documentation and Justification Statement

### Administrative Forms

- v January 2018 L 30435 1 Certification of Funding for Lease Obligation
- v January 2018 L 30563 2 F&A Space Action Request FA-0006
- v January 2018 L 30565 2 F&A Office Space Requirements Analysis RSM-1A
- v January 2018 L 30567 1 F&A Supplementary Data Questionnaire RSM-1B
- v January 2018 L 30650 1 Proposal Analysis and Summary
- v January 2018 L 30660 1 Enrollment History and Projection

### Special Alternative Agreement Forms

- v January 2018 L 40501 2 Mutual Use Agreement
- v January 2018 L 40503 2 Transient Use Agreement
- v January 2018 L 40505 1 Tenant Use Agreement
- v January 2018 L 40525 4 Lease Agreement form for TBR as Lessor
- v January 2018 L 40703 2 Mutual & Transient Use Terms and Conditions
- v January 2018 L 40705 2 Tenant Use Terms and Conditions

### End

- v New, Revised, or Unchanged from 2003 issue