

Guide to Leases and Use Agreements

Middle Tennessee State University

2018

Campus Planning / Construction Administration

N	R	U	date	name	pgs	subject
v			January 203:	L 00040	1	Table of Contents
Solicitation Documents						
v			January 203:	L 00100	1	Advertisement for Lease Proposals
v			January 203:	L 00250	3	Instructions for Submission of Proposals
v			January 203:	L 00255	3	Criteria for Evaluation of Proposals
v			January 203:	L 00450	3	Lease Proposal Quotation Form
v			January 223:	L 00455	1	List of Entities Having Financial Interest
v			January 203:	L 00465	1	Proposal Bond Form
v			January 203:	L 00475	4	Proposal Terms and Conditions
v			January 203:	L 00485	1	Proposal Supplement for Option to Purchase
v			January 203:	L 00515	7	Lease Agreement form (TBR institution is Lessee)
	v		January 203:	L 00535	1	Signatures Authentication Form
	v		January 203:	L 00543	1	ACH Credits Form
	v		January 203:	L 00545	1	Substitute W-9 Form
v			January 203:	L 01115	5	Standard Specifications for Office Space
	v		future	L 01135		Standard Specifications for Educational Space
v			January 203:	L 01175	1	Supplementary Building Description and Data Schedule
v			January 203:	L 01185	1	Utility Services for Proposed Building
v			January 203:	L 01411	1	Building Construction Regulatory Requirements
Authoritative References						
v			January 203:	L 10100	1	applicable Statutory references
	v		January 203:	L 10200	1	applicable SBC Policies
v			January 203:	L 10500	1	applicable Board Governance
v			January 203:	L 10900	5	Summary of revisions in this issue
Procedural Instructions						
	v		January 203:	L 20130	1	Flow chart of lease approval process
	v		January 203:	L 20230	1	Checklist for pre-review and approval documents
	v		January 203:	L 20340	1	Outline of Ground Lease Basic Provisions
v			January 203:	L 20450	3	Assembling a Request for Proposals for Lease Space
v			January 203:	L 20505	3	Completing continuing Use Agreements
v			January 203:	L 20515	3	Completing standard Lease when TBR Institution is Lessee
v			January 203:	L 20525	3	Completing standard Lease when TBR Institution is Lessor
	v		January 203:	L 20670	1	Program Documentation and Justification Statement
Administrative Forms						
v			January 203:	L 30435	1	Certification of Funding for Lease Obligation
	v		January 203:	L 30563	2	F&A Space Action Request FA-0006
	v		January 203:	L 30565	2	F&A Office Space Requirements Analysis RSM-1A
	v		January 203:	L 30567	1	F&A Supplementary Data Questionnaire RSM-1B
	v		January 203:	L 30650	1	Proposal Analysis and Summary
	v		January 203:	L 30660	1	Enrollment History and Projection
Special Alternative Agreement Forms						
v			January 203:	L 40501	2	Mutual Use Agreement
v			January 203:	L 40503	2	Transient Use Agreement
v			January 203:	L 40505	1	Tenant Use Agreement
	v		January 203:	L 40525	4	Lease Agreement form for TBR as Lessor
v			January 203:	L 40703	2	Mutual & Transient Use Terms and Conditions
v			January 203:	L 40705	2	Tenant Use Terms and Conditions
End						

v New, Revised, or U Unchanged from 2003 issue