Redstone Directorate of Public Works
Lease Justification
Issuance of Real Property, Physical Space, or Real Estate

Note: To be utilized in conjunction with an Electronic DPW Work Order

1. Unite Identification Code:

Requesting Organization:

Organization Facility Manager:

Phone Number:

Email:

1. Purpose:

2. User and its Mission:

3. Brief description of requirement including special requirements, number of people to occupy space, etc. Include a copy of HQDA approved AR 5-10 and/or HQDA (G-3) approved Concept Plan, as applicable.

4. Long term solution to leasing. What is your plan to get out of lease space?

5. Certification signed by Garrison Commander that space is not available on the installation. (This statement will be validated against RPLANS or other available data).

6. Statement as to availability of Federally-controlled space (DOD and non-DOD) within the local area. (District should provide in coordination with GSA).

7. Geographical area of consideration. (Describe or delineate on map.)

8. Desired date:

9. Proposed term of lease:

10. Completed GSA Form SF 81.

11. To support the SF 81 documentation, enclose completed DD Form 1450/1450-1 of organization space requirements along with the UIC# and the full TDA of the organization that will occupy the lease space.

12. Estimated annual rent. (Need to know if it will exceed $750K, HQDA approves requirement and T-10 notification, prepared by District, is required).

13. If total annual lease cost exceeds $1M, OSD waiver document (12 question checklist-sample enclosed)must be completed and submitted through IMCOM channels for OSD approval. (**This checklist may be submitted along with the lease approval request package.)**

14. Economic analysis addressing leasing vs. other alternatives.

15. Provide the Management Decision Package (MDEP) # funding is programmed under and Installation's, or tenant's commitment to pay rent and any one-time build-out costs. Also identify if the lease cost is/will become an IMCOM supported requirement so annual cost can be programmed and funded through the POM (POM process may take 2-3 years).

16. Categorization and description of build-out alterations (and repairs, if any) in terms of work classification IAW AR 420-1. Please include estimated cost. Personal property cost, such as furniture and equipment, should be listed separately. (The intent of this requirement with the submission of the lease request is to ensure work classified as construction is funded from the correct construction account.)

17. Impact if space is not obtained:

18. Environmental documentation.

19. All new leases must comply with the Unified Facilities Criteria 4-010-01 on AT/FP standards. The approval of the lease request will be contingent on this. (Beginning 1 Oct 09, DOD leased space comprising 25% or more of the entire building is subject to full AT/FP restrictions, setbacks.)

Submitted by (Note: Must be signed by a local Director/Commander):

Name:

Title:

Organization:

Signature:

Enclosures: (examples)

1. MCA DD 1391 Front Page
2. General Vicinity/ Desired Location Maps
3. SF-81
4. DD 1450 & DD 1450-1
5. Economic Analysis
6. Approved Tenant Improvement Work Order
7. Work Classification Review
8. Physical Security AT/FP Validation
9. OSD Waiver Format for Lease Space (if annual cost exceeds $1M).