

Space or Real Estate Application

This form can be used for either a space request or request for new or existing leased space. Please complete all sections and return as outlined at the end of this form:

1. **Define Request: Check all that are applicable and complete space needs:**

Space in existing building Leased space

Community, location, or campus being requested: _____

New space Relocation of space Expansion of space Change in Use

Ground Floor Use (required for all space use on the ground floor) Space Reassignment

Metrics to Define Space Need:

Square Feet or number of exam rooms required and if known: _____

Space use (e.g., clinic, office, etc.): _____

Budget: _____ Funding Source: _____ Operational Date Desired: _____

Current Space (If applicable): Use: _____ Location: _____ Sq Ft: _____

2. **Provide Justification:**

Please attach a one page narrative describing operational metrics, benchmarks, demographics, and other data to support the request for this space.

3. **Obtain Signatures (Required)**

Signature of this document authorizes Portfolio Management to proceed with concept analysis for presentation to Real Estate Task Force. This is not an approval for use of UTMB or leased space or an authorization to proceed with a project.

Requestor's Name: _____ Department: _____

Date: _____ Phone: _____ Email: _____

Department Head of Area/Department

Print Name: _____ Signature: _____ Date: _____

Vice President of Area/Department

Print Name: _____ Signature: _____ Date: _____

Executive Vice President of Area/Department

Print Name: _____ Signature: _____ Date: _____

Process for completing form

Required Signatures:

All above signatures of approval are required for all requests.

Process:

No action by Portfolio Management on any space or lease request will be taken until the request form is received with all signatures. Once the approved document is received, Portfolio Management will review the request and contact the requestor to develop a plan of action.

Space Management Policies:

Please click on the following link for the Space Management Policy and more information:
[Policies & Procedures](#)

Application Submittal:

Send completed form including all signature approval to the Office of Portfolio Management as follows:

Bob Brown at rpbrown@utmb.edu or Gaurav Khadse at gakhadse@utmb.edu in Planning

Robin Polzin at ropolzin@utmb.edu in Real Estate (for leased space requests)

ADMINISTRATIVE USE ONLY BELOW RED LINE – APPROVAL TO PROCEED WITH ANALYSIS

Signature: _____ Date: _____
Kim McKay, Asst. VP. Portfolio Management