

STATE BUILDING DIVISION – LEASING

Q. How do I start the process to expand or shrink space?

- A. (State and Commercially owned facilities) Begin by contacting the Leasing Office to discuss Agency needs.
- If increasing space, the Agency will be required to submit a Leasing Requisition form to the Leasing office stating the reason for the expansion and the anticipated financial impact.
 - Leasing will create a Request for Approval and submit it along with the Leasing Requisition to the Budget Office, State Building Division Administrator and the Administrative Services Director for approval.
 - Upon approval for State owned facilities Leasing will provide in duplicate an Amendment and new Building Renewal Assessment Fee Memorandum to the Agency for signature. For Commercially owned facilities and Amendment to the Lease is created and routed for signature, and a new Space Allocation Agreement is sent to the Agency for signature.
 - If decreasing space in State owned facilities, the Agency will be required to submit notice of same one year in advance.
 - The term of the Lease and Amendment is for two years, and ends with the biennium.
 - Leased space may be relinquished in the case of non-appropriations upon agreement between owner and tenant. (Ref. Leasing Contract, paragraph 12.
 - If decreasing space in Commercially owned facilities, the Agency will be required to submit notice of same as indicated in the “TERM” section of the Lease.
 - The term of the Lease and Amendment varies from lease to lease, as well as notice clauses and termination clauses. Refer to the Lease for the space in question. If you do not have a scanned copy of the lease and amendments or addendums or you need additional clarification, please contact the State Building Division, Leasing Coordinator.

Q. How do I find out what my agency is responsible for in our leased space?

- A. (Commercially owned facilities) If you are the Tenant Agency Point of Contact, you may go to Exhibit H in the lease agreement for the rules and regulations of the owner or to Section 13. Services and Utilities for specific breakdown of the services and utilities provided for by the Lessor and those the agency shall be responsible for during the term of the lease. If you do not have a scanned copy of the lease and amendments or addendums or you need additional clarification, please contact the State Building Division, Leasing Coordinator.

If you are not the Tenant Agency Point of Contact, you may go to the POC for clarification.

- A. (State owned facilities) Responsibility for services and utilities are listed on the Services and Utilities Checklist, attached as Exhibit C to your lease.

Q. How do get new paint or carpet or other improvements in our leased space?

If the paint or carpet is in such condition, it creates a hazard to the employees, contact the Leasing Coordinator immediately.

- A. (Commercially owned facilities) If you are the Tenant Agency Point of Contact, you may go to Section 13.4, Services and Utilities, Other, which includes a timeline for improvements to the space, such as paint and carpet. If the lease was written before 2010, there may not be any information regarding improving the space. In that case, the Leasing Coordinator would contact the Lessor to see what options are available. If you do not have a scanned copy of the lease and amendments or addendums or you need additional clarification, please contact the State Building Division, Leasing Coordinator.

If you are not the Tenant Agency Point of Contact, you may go to the POC for clarification.

- A. (State owned facilities) Contact the Leasing office to discuss your request.

Q. How do I terminate our agency lease before the Termination Date?

If the reason for early termination is because on non-appropriation, contact the Leasing Coordinator immediately.

- A. (Commercially owned facilities) If you are the Tenant Agency Point of Contact, you may go to Section 4, Termination, which contains six (6) specific reasons for termination of a contract. If the lease was written before 2010, this "Termination" information may be under another Section number. If you do not have a scanned copy of the lease and amendments or addendums and/or you need additional clarification, please contact the State Building Division, Leasing Coordinator.

If you are not the Tenant Agency Point of Contact, you may go to the POC for clarification.

- A. (State owned facilities) If terminating space in State owned facilities, the Agency will be required to submit notice of same one year in advance. Termination prior to the Termination Date is not allowed.

The term of the Lease and Amendment is for two years, and ends with the biennium.

Leased space may be relinquished in the case of non-appropriations upon agreement between owner and tenant. (Ref. Leasing Contract, paragraph 12.)

Q. How do I get leased space?

- A. (State and Commercially owned facilities) The process begins with completion of the Lease Requisition form. Once the submitted form is reviewed by the Leasing Coordinator or Property Manager, you will be contacted for additional information and your request will be sent through a series of reviewers and approvals. If the request is rejected, the Lease team will work with you to find an alternative solution.

Q. Who do I contact for questions or concerns regarding maintenance in our leased space?

If the condition or maintenance concern creates an immediate health or safety threat to the employees, contact the Leasing Coordinator or Property Manager immediately.

- A. (Commercially owned facilities) If you are the Tenant Agency Point of Contact, you may go to Section 5, Notices, which includes contact name and phone number, and in some leases, an email address. If the lease was written before 2010, this "Notice" information may be under another Section number. If you do not have a scanned copy of the lease and amendments or addendums or you need additional clarification, please contact the State Building Division, Leasing Coordinator.

If you are not the Tenant Agency Point of Contact, you may go to the POC for clarification.

- A. (State owned facilities) Each state-owned building has a Building Maintenance Manager. Tenant Agencies may contact the Manager directly. Please refer to "HOW DO I . . . State Building Division managed buildings" on the State Building Division home page for a list of buildings and their contact information.

Q. How do I get on the SBD email list for commercial lease space bid offerings?

- A. Notify a member of the Lease team by email or a phone call. Your information will be added at that time. All notices for lease space bids are published in the newspaper with the largest circulation in all cases.

Q. How do I obtain a list of leases that will expire in the coming year?

- A. You may contact the lease team for this information; the list will be mailed to you or you may pick it up at our offices.

Q. How do I find out who received the lease bid award?

A. You may contact the lease team for this information; the information will be located on our website or you may obtain it by calling the lease team.

Q. How do I get set up to receive rent funds from the State?

A. The Lessor will be required to submit a W-9 and a State of Nebraska ACH/EFT Enrollment Form to obtain direct deposit payments.

Q. How do I get a copy of my Lease and addenda, etc.

A. Contact the Leasing Office with your request.

- With proper identification, a copy of the Lease and addenda may be mailed, faxed or scanned and emailed for your files.