



STATE OF WASHINGTON
 Department of General Administration
RENEWAL REQUEST

	(PLEASE TYPE OR PRINT)	OFFICE USE ONLY
DATE OF REQUEST	DATE OCCUPANCY OR ACTION NEEDED	SPACE REQUEST NUMBER
REQUESTING AGENCY	PERSON TO CONTACT	
AGENCY UNIT TO OCCUPY REQUESTED SPACE	TELEPHONE NO. FAX NO. MAILSTOP/ADDRESS E-MAIL ADDRESS	

I certify that the requested space is necessary and funds are available to implement this request and that all information is accurate.

TYPE NAME	TYPE TITLE	AUTHORIZED SIGNATURE (REQUESTED AGENCY) AGENCY HEAD OR DESIGNEE
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FEATURES DESIRED: (Leased Space Only)

Lease Term Years, Starting and ending

Option Providing for Cancellation

Cancellable after , on days prior notice

Other (specify):

Rent to Include: Janitorial services and all utilities in standard lease form except

All alterations and Tenant Improvements

 Parking spaces

PRESENT LEASE STATUS OF SUBJECT AGENCY UNIT:

Present Lease No. Present Rental Amount \$0.00 Month Size SF

Current leased facility address:

Expiration date of present lease:

Present lease cancelable after: , on days prior notice

Present lease options permit: Extending term to

Adding sq. ft. space after , on days notice

COMMENTS: (Attach additional page(s) if required)

Maintenance and improvements desired:

Additional requests: