

REAL ESTATE PLANNING AND SERVICES

Introductions

- ④ Ellen M. Hamilton, Director
Room 606, Marshfield Building
6-8193
emhamilt@uic.edu

 - ④ Tomeiko Windham
Room 314, Marshfield Building
6-1822
tomeiko@uic.edu
-

REAL ESTATE PLANNING AND SERVICES

Mission

To provide University administration/departments the services and information appropriate to enable feasible and economically prudent decisions regarding real estate needs

- ② Negotiation of market rate leases
 - ② Real estate contract preparation
 - ② Communication of guidelines and standards
 - ② Landlord relations and intervention
-

REAL ESTATE PLANNING AND SERVICES

Off-Campus Leasing Policy

- Ⓢ Campus units may not occupy space without an executed lease in place prior to the date of occupation

Use of On-Campus Space by Others

- Ⓢ Campus facilities may not be used by third parties without the specific approval of the Provost and unless an executed lease is in place prior to the date of occupation.
-

REAL ESTATE PLANNING AND SERVICES

Campus Units Involved in Process

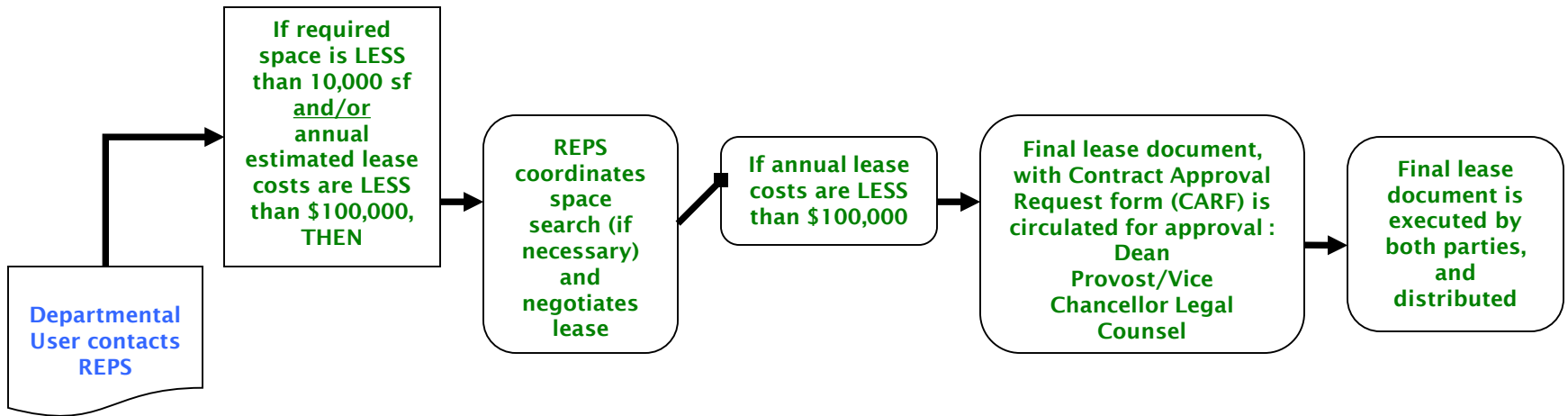
REPS - Coordinator

- ② Department/User
 - ② Dean
 - ② Provost
 - ② OBFS Purchasing (Procurement)
 - ② University Counsel
-

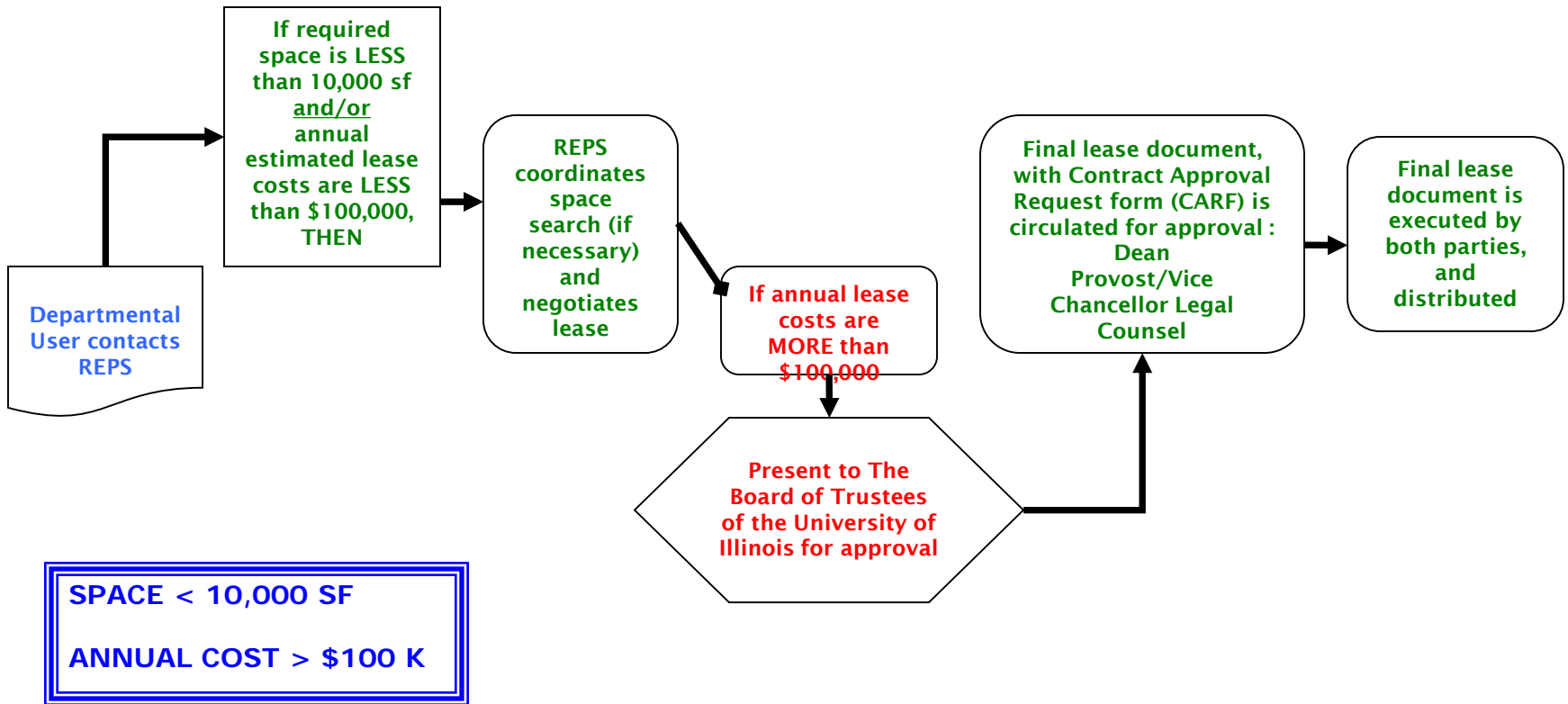
REAL ESTATE PLANNING AND SERVICES

Elements of Process

- ④ Space Search and/or Procurement RFP
 - ④ Space Design
 - ④ Proposal Evaluation and Negotiation
 - ④ Circulation of Lease Document for Approvals
 - ④ Execution
 - ④ Construction of Tenant Improvements
 - ④ UIC Telecom Compatibility
 - ④ Move in
-



SPACE < 10,000 SF
ANNUAL COST < \$100 K



SPACE > 10,000 SF
ANNUAL COST > \$100 K

Departmental
User contacts
REPS

**If required
space is MORE
than 10,000 sf
AND annual
estimated lease
costs are MORE
than \$100,000,
THEN**

**Publish a Request
for Information
(RFI) in the Illinois
Public Higher
Education Bulletin**

**REPS
coordinates
space
search (if
necessary)
and
negotiates
lease**

**Publish
results of
RFI to
Procurement
Policy
Board and
obtain
approval**

**Present to The
Board of Trustees
of the University of
Illinois for approval**

**Final lease document,
with Contract Approval
Request form (CARF) is
circulated for approval :
Dean
Provost/Vice
Chancellor Legal
Counsel**

**Final lease
document is
executed by
both parties,
and
distributed**

REAL ESTATE PLANNING AND SERVICES

Timeline Highlights

- ⊙ Each lease is different
 - ⊙ Space search may take 6 months to 1 year, depending on market
 - ⊙ Design and construction of tenant improvements may take +6 months if starting with raw space
-

REAL ESTATE PLANNING AND SERVICES

Help Us Help You!

- ② Take time to really evaluate your needs and your budget
 - ② Allow enough time - include REPS in the planning process as early as possible
 - ② Call REPS before you look for space
 - ② Never sign a lease or license document personally
-

REAL ESTATE PLANNING AND SERVICES

Handy Information

- @ <http://www.obfs.uillinois.edu/realestate>
 - @ "Everything You Always Wanted to Know About Leasing But Were Afraid to Ask!!"
 - @ REPS Do's and Don'ts
-