

Guide to Leases and Use Agreements

Tennessee Technological University
Capital Projects & Planning



2018

N	R	U	date	name	pgs	subject
			July 2018	L 00040	1	Table of Contents
Solicitation Documents						
			July 2018	L 00100	1	Advertisement for Lease Proposals
			July 2018	L 00250	3	Instructions for Submission of Proposals
			July 2018	L 00255	3	Criteria for Evaluation of Proposals
			July 2018	L 00450	3	Lease Proposal Quotation Form
			July 2018	L 00455	1	List of Entities Having Financial Interest
			July 2018	L 00465	1	Proposal Bond Form
			July 2018	L 00475	4	Proposal Terms and Conditions
			July 2018	L 00485	1	Proposal Supplement for Option to Purchase
			July 2018	L 00515	7	Lease Agreement form (TTU is Lessee)
			July 2018	L 00535	1	Signatures Authentication Form
			July 2018	L 00543	1	ACH Credits Form
			July 2018	L 00545	1	Substitute W-9 Form
			July 2018	L 01115	5	Standard Specifications for Office Space
			July 2018	L 01135		Standard Specifications for Educational Space
			July 2018	L 01175	1	Supplementary Building Description and Data Schedule
			July 2018	L 01185	1	Utility Services for Proposed Building
			July 2018	L 01411	1	Building Construction Regulatory Requirements
Authoritative References						
			July 2018	L 10100	1	applicable Statutory references
			July 2018	L 10200	1	applicable SBC Policies
			July 2018	L 10500	1	applicable Board Governance
Procedural Instructions						
			July 2018	L 20130	1	Flow chart of lease approval process
			July 2018	L 20230	1	Checklist for pre-review and approval documents
			July 2018	L 20340	1	Outline of Ground Lease Basic Provisions
			July 2018	L 20450	3	Assembling a Request for Proposals for Lease Space
			July 2018	L 20505	3	Completing continuing Use Agreements
			July 2018	L 20515	3	Completing standard Lease when TTU is Lessee
			July 2018	L 20525	3	Completing standard Lease when TTU is Lessor
			July 2018	L 20670	1	Program Documentation and Justification Statement
Administrative Forms						
			July 2018	L 30435	1	Certification of Funding for Lease Obligation
			July 2018	L 30563	2	General Services Space Action Request
			July 2018	L 30565	2	General Services Office Space Requirements Analysis RSM-1A
			July 2018	L 30567	1	General Services Supplementary Data Questionnaire RSM-1B
			July 2018	L 30650	1	Proposal Analysis and Summary
			July 2018	L 30660	1	Enrollment History and Projection
Special Alternative Agreement Forms						
			July 2018	L 40501	2	Mutual Use Agreement
			July 2018	L 40503	2	Transient Use Agreement
			July 2018	L 40505	1	Tenant Use Agreement
			July 2018	L 40525	4	Lease Agreement form for TTU as Lessor
			July 2018	L 40703	2	Mutual & Transient Use Terms and Conditions
			July 2018	L 40705	2	Tenant Use Terms and Conditions
End						

v New, Revised, or Unchanged