DMB Real Estate Division
Lease Processing Steps

		Task	Responsible Party: Internal	Responsible Party: Broker
1	☐	Receive Space Request	Dept. Specialist	Dept. Specialist
2	☐	Process & Assign Space Request	Dept. Specialist	Dept. Specialist
3	☐	Create Archibus Shell	Dept. Specialist	Dept. Specialist
4	☐	Create electronic Projects-Work File	Prop. Specialist	Prop. Specialist
5	☐	Develop Project Plan	Prop. Specialist	Prop. Specialist
6	☐	Send Project Plan to Agency & Broker	Prop. Specialist	Prop. Specialist
7	☐	Approve Project Plan	Agency	Agency/Broker
8	☐	Draft Agency Notification	Prop. Specialist	Prop. Specialist
9	☐	Send Agency Notification Email	Dept. Analyst	Dept. Analyst
10	☐	Draft RFP (including lease and other attachments)	Prop. Specialist	Broker
11	☐	Send Draft RFP to Agency & Specialist (if applicable) for Approval	Prop. Specialist	Broker
12	☐	Review of RFP by Peer and RED Director (if applicable)	Prop. Specialist	Prop. Specialist
13	☐	Approve RFP for Web Posting	Agency/ Prop. Specialist	Agency/ Prop. Specialist
14	☐	Create Electronic RFP Folder in Project Work File on Common Drive	Prop. Specialist	Prop. Specialist
15	☐	Prepare RFP Checklist & Deliver to Dept. Analyst 5 Days Prior to Web Posting	Prop. Specialist	Prop. Specialist
16	☐	Post RFP to Internet	Dept. Analyst	Dept. Analyst
17	☐	Send Notifice to LUGs and Bidders List (bc agency, broker, specialist, & RED Director	Dept. Analyst	Dept. Analyst
18	☐	Receive and Respond to RFP Questions	Prop. Specialist	Broker
19	☐	Receive Proposals From Bidders	Prop. Specialist	Prop. Specialist

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20	☐	Send Responses Rec'd Memo to Broker w/Proposals, c: Agency/RED Director w/o atts, keep 1 original	Prop. Specialist	Prop. Specialist
21	☐	Review Proposals	Prop. Specialist	Broker
22	☐	Schedule and Complete Site Visits	Agency/ Prop. Specialist	Agency/Broker/ Prop. Specialist
23	☐	Submit Site Visit Comments & Disqualification Justification	Agency	Agency
24	☐	Draft Recommendation & Complete Market Analysis	Prop. Specialist	Broker
25	☐	Complete Final Rent Calculation Worksheet, if applicable	Prop. Specialist	Broker
26	☐	Recommendation to Agency Contact & Specialist	Prop. Specialist	Broker
27	☐	Review/Approve/Reject Recommendation	Agency/ Prop. Specialist	Agency/ Prop. Specialist
28	☐	Send Successful/Non-Successful Bidder Notices via e-mail if available	Prop. Specialist	Prop. Specialist
29	☐	Hold Pre-Lease Meeting & Obtain Legal Docs, if haven't received already	Prop. Specialist	Broker/ Prop. Specialist
30	☐	Draft Lease Document	Prop. Specialist	Broker
31	☐	Review/Edit/Approve Lease	Agency/Lessor	Agency/Lessor/ Prop. Specialist
32	☐	Peer Review	Prop. Specialist	Prop. Specialist
33	☐	Submit to Attorney General for Approval	Prop. Specialist	Prop. Specialist
34	☐	Submit to JCOS, if applicable	Prop. Specialist/ Director	Prop. Specialist / Director
35	☐	Receive JCOS approval, if applicable	Director	Director
36	☐	Receive Attorney General Approval/Submit to Building Committee and State Ad Board	Director/ Dept. Analyst	Director/ Dept. Analyst
37	☐	Final Lease to Lessor & Agency for Signature	Prop. Specialist	Prop. Specialist
38	☐	Receive State Ad Board Approval	Director/ Dept. Analyst Prop. Specialist	Director/ Dept. Analyst Prop. Specialist

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			Internal	Broker
39	☐	Receive Signed Lease from Lessor & Agency	Prop. Specialist	Prop. Specialist
40	☐	Prepare Lease for Director's Signature	Prop. Specialist	Prop. Specialist
41	☐	Execute Lease	Director	Diretor
42	☐	Receive Executed Lease & Distribute Copies w/Rent Authorized or Not Authorized and Non-Binding Letter	Prop. Specialist/ Design & Const.	Prop. Specialist/ Design & Const.
43	☐	Schedule & Attend Pre-Construction Meeting, if applicable	Prop. Specialist/ Design & Const.	Prop. Specialist/ Design & Const.
44	☐	Attend Construction Meetings, if applicable	Prop. Specialist/ Agency	Prop. Specialist/ Agency
45	☐	Build Out Complete	Lessor	Lessor
46	☐	Schedule & Attend Final Punch List Meeting	Prop. Specialist/ Design & Const.	Prop. Specialist/ Design & Const.
47	☐	Receive Required Documents from Lessor	Prop. Specialist	Prop. Specialist
48	☐	Take Possession	Agency	Agency
49	☐	Schedule & Attend Close-out Inspection of previous space, if applicable	Prop. Specialist/ Agency	Prop. Specialist/ Agency
50	☐	Update Archibus	Prop. Specialist	Prop. Specialist
51	☐	Authorize Rent/Modification Letter, if applicable	Prop. Specialist	Prop. Specialist
52	☐	Prepare & Audit Permanent File, in accordance with Audit Checklist	Prop. Specialist	Prop. Specialist
53	☐	Delete Unneccessary e-documents & Move to e-File Room	Prop. Specialist	Prop. Specialist
54	☐	Mark Project Plan Complete	Prop. Specialist	Prop. Specialist