



STATE OF HAWAII
Department of Accounting and General Services
Public Works Division
LEASING INFORMATION REQUEST (PWD 500)

Date:

REQUESTING AGENCY INFORMATION

1. Department:		2. Division:	
3. Branch:		4. Section:	
5. Unit:		6. Sub-Unit:	
7. Contact Name:		8. Email:	9. Ph:

OFFICE GENERAL REQUIREMENTS

10. Type of Request: <input type="checkbox"/> New Lease <input type="checkbox"/> Renewal <input type="checkbox"/> Relocation <input type="checkbox"/> Expansion <input type="checkbox"/> Exercise Option			
11. Average No. of Visitors:	12. Size of Office:	usable square feet	13. Agency Geographical Service Area:
14. Type of Agency Services Provided:			
15. Special Office Requirements and Tenant Improvements:			

SPACE NEED COMPUTATION

16. Required Forms: a. <input type="checkbox"/> Space Comp Form 501 b. <input type="checkbox"/> B&F Approved Organization Chart			
17. Supplementary Form(s): a. <input type="checkbox"/> HRD-1 b. <input type="checkbox"/> BJ Details c. <input type="checkbox"/> Other Approvals for Position(s)			

TERM OF LEASE

18. Term of Lease: From: _____ To: _____		19. Renewal Options: <input type="checkbox"/> YES <input type="checkbox"/> NO Number of Years _____	
20. Other Requirements:			

PARKING

21. Department Vehicles Requiring Overnight Parking: _____ stalls	22. Employee Vehicle Parking Desired: _____ stalls
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ANNUAL COST AND FUNDING DATA

23. PAY TO	Base Rent	GET	CAM	Electricity	Water/Sewer	Custodial	Dept Parking	Property Tax	Other Costs
Lessor									
Others									
24. Grand Total Per Year Paid to Lessor:					25. Grand Total Per Year Paid to Others (Svc Providers):				
26. Department's Tenant Improvement Contribution:									

SOURCE OF FUNDS

27.	SYMBOL	DEPT Pays	DAGS Pays	TOTAL	Other Additional Information:
GENERAL					
SPECIAL					
FEDERAL					
			GRAND TOTAL		Note: No. 24 and No. 25 should add up to "Grand Total."

REQUESTED LOCATIONS FOR DAGS CONSIDERATION

28. Building Name:		29. Address:	
A.			
B.			

MISCELLANEOUS INFORMATION

30. Present Location Where Personnel Are Currently Housed:	
31. Location is State space. <input type="checkbox"/> YES <input type="checkbox"/> NO, If YES, state space will automatically revert back to DAGS, Public Works Division, Planning Branch for reassignment.	
33. Additional positions, equipment or office furnishings are projected during lease period. <input type="checkbox"/> YES <input type="checkbox"/> NO, additional needs will be met as follows:	
33. Assignment to a State facility is anticipated during the term of the lease: <input type="checkbox"/> YES <input type="checkbox"/> NO, and placement date is:	