



REAL ESTATE LEASE POLICIES STUDY

Announcing the LISTSERV for the Lease Policy Study

Section 1085 of the enacted 2013-15 capital budget ([ESSB 5035](#)) calls for the Office of Financial Management (OFM) to review real estate policies related to lease renewals, requests for proposals, cancellation clauses and backfill policies and recommend improvements to these policies. The study may include other related items, including comparisons to private sector leasing practices, non-appropriations clauses, and improvements to the state's real estate policies to ensure that cancellation clauses are used in a financially advantageous way and renewal practices minimize unnecessary relocation costs.

A goal of this project is to engage public and private sector stakeholders in this review. To facilitate stakeholder engagement OFM is hosting a LISTSERV.

Purpose for the LISTSERV

The Lease Study LISTSERV will be used to:

- Share information about project activities and status.
- Post surveys and survey results.
- Share draft reports for comment and review.
- Post invitations for topical forums.

Instructions for signing up

Here are the instructions to sign up for the Lease Study LISTSERV:

- 1) Go to this website: listserv.wa.gov.
- 2) LISTSERVs are in alphabetically order. Search for OFM-LeaseStudy1315.
- 3) Once you have found the Lease Study List Serve click on "Subscribe" located on the right side of the page to join as a new participant.
- 4) Follow the instructions to validate your subscription. This includes clicking on the "confirm button" to complete the process.
- 5) You know you have successfully subscribed if you receiving a confirmation email.

Where to go for technical assistance

If you have any questions please contact Karin Berkholtz, OFM Facilities Policy Coordinator, at 360.902.7437 or karin.berkholtz@ofm.wa.gov.