



# Real Estate Office Transaction Intake Form

**Institution:**

**Transaction Type:**

**Transaction Subtype:**

**Name of entity U.T. will be contracting with:**

**Entity is:**

**Property Address / Description:**

**Comments / Description of Transaction:**

**Estimated Term Commencement Date:**

**Estimated Term Expiration Date:**

**Please select all that apply to this transaction:**

Term (Initial Term+Renewal Options) > 10yrs

Build-to-Suit or To-be-Built Building

Purchase Option

None

**Is the total transaction value below your institution's [Board Contract Approval Threshold](#)?**

Yes

No

**Is the rate/fee/price at fair market value?**

**Total Transaction Value:**

Yes

No (Please Explain)

**Have all business terms been reviewed/approved by the appropriate official at your institution?**

**Name of Institution's Approving Official:**

Yes

No (Please Explain)

**If business terms have not been reviewed / approved by the appropriate official at your institution, please explain:**

**Name:**

**Date:**

***Upon submitting this form, please attach to the email any term sheet or other relevant materials related to this transaction. Questions about this form should be directed to the UT System Real Estate Office; realestate@utsystem.edu or call (512) 499-4333.***