



47 Trinity Avenue, S.W., Suite G02, Atlanta, GA 30334 (404) 656-5602 Fax: (404) 651-8084

# SPACE ACTION FORM

Date: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

**TYPE OF SPACE ACTION:**

**SPC Lease:**

- New
- Renewal
- Renegotiation
- Cancellation
- Other: \_\_\_\_\_

**GBA IGA:**

- New
- Increase
- Decrease
- Cancellation

**1. FROM: (Requesting Agency/Division)**

Agency/Division: \_\_\_\_\_

Address: \_\_\_\_\_

Agency Official: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Local Contact/Agency Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. CURRENT RENTAL INFORMATION:**

SPC Lease #: \_\_\_\_\_

Address: \_\_\_\_\_ City & County: \_\_\_\_\_

Capacity: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Total Sq. Ft: \_\_\_\_\_  
*(number of closed & open workspaces) (number of employees)*

Monthly Rent Rate: \_\_\_\_\_ Utilities\*: \_\_\_\_\_ Janitorial\*: \_\_\_\_\_  
*(\*If not included in rent)*

GBA Bldg./Floor#: \_\_\_\_\_

Capacity: \_\_\_\_\_  
*(number of closed & open workspaces)*

Occupancy: \_\_\_\_\_  
*(number of employees)*

Total Sq. Ft.: \_\_\_\_\_

**3. NEW LOCATION REQUIRED: (Please provide brief description)**

City & County: \_\_\_\_\_

Projected Monthly Budgeted Rent Amount: \_\_\_\_\_

Occupancy Date Desired: \_\_\_\_\_

Projected Occupancy: \_\_\_\_\_  
*(number of employees on questionnaire/includes growth)*

- Use:  Administrative/Office  
 Warehouse/Storage  
 Classroom/Training  
 Other: \_\_\_\_\_

GBA Bldg./Floor#: \_\_\_\_\_

**4. REMARKS OR ADDITIONAL COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

**REQUESTING AGENCY CERTIFICATION: I CERTIFY THAT THE SPACE REQUESTED ABOVE IS NECESSARY FOR THE PROPER FUNCTION OF THE AGENCY NAMED, THAT SUFFICIENT FUNDS ARE AVAILABLE, AND ALL NECESSARY APPROVALS HAVE BEEN OBTAINED.**

Signature: (Authorizing Agency Level Official)

Date:

*For SPC Use Only*

Date Request Received at SMP: \_\_\_\_\_

SMP Control Number: \_\_\_\_\_

**SMP Action Recommended:**

- Assign State-owned Space
- Assign to Transaction Management
- Assign GBA Space
- Other Action: \_\_\_\_\_

Authorized SMP Agent:

Date: