

**Real Estate & Asset Communication Hub (REACH)**

***Agency Agreement-Request for Access to REACH***

Before any request for access to REACH will be processed, the agency must have submitted this Agency Agreement signed by the Agency Head and the Entity/Sub-entity Submitter or Entity/Sub-entity Budget Submitter.

*This is a Microsoft Word Form that can be completed in Word, and then printed already filled-in.*

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| --- | --- | --- | --- |
| Requesting Entity or Sub-entity | | | |
|  | | | |
| Parent Entity (if applicable) | | | |
|  | | | |
| Preferred Abbreviation for the named Entity (shall be shown on reports) is as follows: | | | |
|  | | | |
| Name of Employee /Submitter | | Telephone Number | E-mail Address |
|  | |  |  |
| Type of Access Requested/Role for Named Submitter  *(check all that apply to any user)* | | | |
|  | Entity Submitter  Entity Budget Submitter  Sub-entity Submitter  Sub-entity Budget Submitter | | |
| ***Acknowledgement:***  *The signatures below hereby represent that the entity named herein and its named submitter assume responsibility for reading the TERMS AND CONDITIONS within REACH system, as if such TERMS AND CONDITIONS were written herein, and acknowledge their agreement to such TERMS AND CONDITIONS. The named entity and the named submitter further acknowledge and agree the TERMS AND CONDITIONS may be amended from time to time at the sole discretion of SPC.* | | | |
| Signature of Named Submitter  X **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date | | | |
| Signature of Entity Head  X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | | | |

Completed forms should be delivered to Andre Elam at SPC *(voice:* (404) 463-6443 */ fax:* (404) 651-8084 */*

e-mail*:* andre.elam@spc.ga.gov*).*

All further correspondence concerning REACH will be directed to the Entity/Sub-entity Submitter/Budget Submitter named above via e-mail.