



STATE PROPERTIES COMMISSION

47 Trinity Avenue, Suite G02, Atlanta, Georgia 30334-9004

Chairman
Sonny Perdue
Governor

Executive Director
Steven L. Stancil

October 5, 2009

Dear Landlord,

The State Properties Commission has added a new feature to its website which will enable current and prospective landlords the opportunity to access up to date information regarding State of Georgia agencies' leased space needs. Beginning September 4, 2009 when a State agency identifies a lease need the information will be posted on State Properties Commission's website. Once the lease information is listed, the property owner will then be able to complete an online Property Information Form (PIF) detailing any suitable available space he or she may have to fit the lease requirement.

You will be able to access this information by logging onto the State Properties Commission website at www.gspc.ga.gov. Once there you can click on "Request for Leased Space" and you will be able to view a list of the State's current needs statewide as they become available.

A one-time registration is required for landlords to be listed in our database. This registration can be completed during the process of submitting your property for consideration or may be completed in advance at <http://www.quickbase.com/db/bd7ey39xt?a=GenNewRecord>.

The purpose of this new feature is to foster a more direct exchange of information between landlords and the State. It is our hope that you will find this tool to be a helpful and efficient way to keep abreast of the State's upcoming leased space needs and to market your available space.

Please feel free to contact us if you have any questions regarding this exciting new feature. We can be reached via e-mail at info@gspc.ga.gov or phone (404) 656-2355.

Sincerely,

Michael Roy
Asset Manager
State Properties Commission