



U.T. System Real Estate Office Transaction Assignment Intake Form

Upon completing this form, please send it via email to the UT System Real Estate Office; realestate@utsystem.edu or if you have questions, call us at (512) 499-4333. Once received, your transaction will be promptly assigned for the appropriate required review.

Institution:

Transaction Type:

Name of entity U.T. will be contracting with (if known):

Property Address / Description:

Is this property currently owned by UT? Yes No

Please select all that apply to this transaction:

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

Purchase Option

Ground Lease

If Lease or License, Estimated Initial Term:

If Lease or License, Estimated Renewal Term(s):

Estimated Total Transaction Value (includes all Renewal Options, Base Rent, T.I. Allowance, Operating Expenses, and any other monetary or non-monetary consideration):

Is the rate/fee/price at fair market value? Yes No (Please Explain)

Comments / Description of Transaction:

Institutional Contact Name:

Date: