

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.F.08

AREA: Asset Management

SUBJECT: Requests for Services from the Office of Real Estate Services

1. PURPOSE

The purpose of this document is to prescribe policies and procedures related to the roles and responsibilities of the UHS Office of Real Estate Services. All real estate services for the University of Houston System and its component universities are provided exclusively by the Office of Real Estate Services (ORES), which is also responsible for coordinating the real estate activities of the System and its component universities with the various entities that form part of a particular real estate transaction.

The UHS Office of Real Estate Services is responsible for ensuring the fulfillment of the requirements for approvals and reporting to the UHS Board of Regents prescribed in [Board Policy 55.01.1](#). In concert with these responsibilities, UHS component universities shall be responsible for timely notification of potential real estate transactions to the UHS Office of Real Estate Services.

2. REQUEST FOR LEASE NEGOTIATIONS, INFORMATION AND MARKET INTERPRETATIONS, AND LEASE ACQUISITIONS AND EXECUTIONS

2.1. All requests for real estate lease negotiations, advice, information or services should be directed to the ORES in writing by the department heads, directors, business office team members or the individual responsible for the management of the lease/transaction. Lease contracts for space shall be entered into in accordance with applicable law and as provided in this policy.

2.2. University of Houston System component universities may directly enter into lease contracts for space in accordance with the terms of this policy with ORES review and approval.

2.3. All requests of real estate services should include the following information, submitted in writing:

- a. Date of request;
- b. Name and title of person requesting advice, information or services;
- c. Description of issues to be addressed or information or services sought;
- d. Specific questions;

- e. Deadlines for such advice, information or services; and
 - f. Supporting documentation, if any.
- 2.4. The Office of Real Estate Services will assign priorities to all requests received, based on factors including, but not limited to, deadlines, the availability of personnel to respond to the requests, and the potential consequences to the System or component university of postponing a response to such requests.

3. PROCESS OVERVIEW

The requesting entity/department will define program requirements for the proposed transaction submitted to the Office of Real Estate Services and shall provide a complete packet of information in the submission of all real estate transactions.

This documentation includes the following information:

- 3.1 A market survey/study completed by a qualified consultant;
- 3.2 Initial contract documents, including:
 - a. Contract coversheet,
 - b. Memorandum explaining the proposed transaction,
 - c. Proposed initial business term sheet, and
 - d. Recommendation for Award.

4. PROCEDURES

- 4.1 UH System institutions are strongly encouraged to involve ORES in the early negotiations of real estate transactions. ORES will consult with the institution, at the institution's request, on any transaction.
- 4.2 The ORES will perform the following actions once a complete project/transaction packet is submitted.
 - 4.2.1. Review completed transaction packet.
 - 4.2.2. Draft documentation as appropriate.
 - 4.2.3. Negotiate and finalize all business terms with the input of the department.
 - 4.2.4. Ensure compliance with contracting policies.

- 4.2.5. Ensure proper review and approvals have been obtained, including, but not limited to, the following:
 - a. Review and approval by UHS Facilities Planning and Construction;
 - b. Review and approval from the UH Fire Marshal's Office, if applicable;
 - c. Review and approval from the UHS Office of Risk Management; and
 - d. Review and approval by the UHS Board of Regents (in accordance with [BOR Policy 55.01.1](#)).
- 4.2.6. Submit completed transaction packet to the Office of Contracts Administration (OCA) for formal review and approval.
- 4.2.7. Facilitate any changes requested by the OCA.
- 4.2.8. Once all necessary approvals are obtained, route documents to initiating department for final execution.
- 4.2.9. Initiating department shall submit a copy of the fully executed lease to ORES.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Administration

Review: Every two years on or before July 1

7. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: December 4, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	12/04/2015	Initial edition