Unit/College budget administrator or designee fills out the Request Form for Additional Space.

Provost’s Office discusses and validates the need with the unit budget administrator and determines the funding source for the space and any renovation or construction needed.

The unit, Provost, and Real Estate Office assess the need and potential solutions and determine if it should be addressed in University space or in leased space.

The unit, Provost, and Real Estate Office tour the spaces.

Once the tours take place, the unit budget administrator, in coordination with the Provost’s Office, determines which leased space will best meet the unit’s needs and institutional needs.

The unit budget administrator, in coordination with the Provost’s Office, determines which leased space will best meet the unit’s needs and institutional needs.

The unit, Provost, and Real Estate Office tour the spaces.

The Real Estate Office identifies potential leased space and arranges tours with unit representatives.

Once the space is selected, the Real Estate Office informs the landlord that the University is interested in the space and begins negotiating the leasing terms.

The Real Estate Office submits the renovation needs (also known as tenant improvements) to the landlord and negotiates the final lease terms and construction costs.

The Real Estate Office works with the Office of the General Counsel to draft the lease and sends it to the following groups for review:
- Risk Management
- Environment, Health & Safety (EHS)

The Real Estate Office prepares the fully negotiated, landlord-signed Lease to the Executive Vice President and Chief Financial Officer (CFO) for review and signature on behalf of the U-M Board of Regents.

The Real Estate Office distributes copies to all necessary parties and also works with Procurement and SSC to set up the recurring voucher process for lease payment processing.

NOTE: Once the lease is signed, no changes can be made to the terms of the lease or scope of the construction without a lease amendment.

1. The Real Estate Office coordinates with the Landlord and/or broker on commencing the Construction/renovation to the leased space.
2. The Unit representatives work closely with the Real Estate Office, Provost, Landlord and Landlord’s construction team to ensure the space plan is properly installed.
3. The Real Estate Office tracks construction/tenant improvements and obtains all necessary municipal inspections, permits, approvals prior to the University accepting occupancy.
4. The Unit occupies space.

* Non-Academic units may go directly to the Real Estate Office for space needs.