Internal Group Contacts RU Real Estate Administration and Requests to Allow Third-Party to Occupy and Lease Rutgers Owned or Leased Space

RU Real Estate Administration conducts Due Diligence to Determine if space is allowed to be Leased (Tax Exempt Financing Issue, Lease Restriction, etc.)

If Acceptable to Lease Space, Business Terms are Negotiated - Rent or FMV analysis is conducted by RU Real Estate, Compliance Question Form is completed by internal group, and all documents are sent to Compliance, if RBHS portfolio, to attest to FMV

End User Completes Lease Approval Form and Acquires Appropriate Signatures and forwards fully executed form to Real Estate

Draft Lease, in final draft form, is sent to Prospective Tenant for Review, Comment, Acceptance

General Counsel marks-up Lease Draft and Returns to RU Real Estate Administration and End-User

General Counsel follows up with End-User and Compliance for RBHS portfolio and Focused Arrangements

RU Real Estate initiates the drafting of Lease and Submits to General Counsel for Review

Review Process Continues until All Parties are Satisfied with Lease Draft

Executable Lease Document is Signed by Prospective Tenant and Returned to RU Real Estate Administration for counter-signature along with Certificate of Insurance, Rent and Security (if applicable).

Original Executed Lease Maintained by RU Real Estate; copies are sent to Tenant and Internal Group. If required, copy inputted to Medi-Tract by Compliance or General Counsel. Confirmation sent to RU Administration with Medi-Tract File Number.