

Thank you for your request concerning the requirements for being placed on the list for the State's commercial leasing program.

Commercial lease activity by the State of South Carolina is subject to S. C. Code of Laws, 1976, as amended. Please read the applicable statutes, complete and return the Lease Solicitation Request Form to this office. Once the completed form is received, your firm's name will be placed on the e-mail list.

Please note that companies with more than one agent should have the leasing manager, broker-in-charge, or a designated person complete a separate Lease Solicitation Request Form for each agent to be placed on the e-mail list.

Should you have any questions, please feel free to contact me at 803-737-4410 or [lmorris@admin.sc.gov](mailto:lmorris@admin.sc.gov). Also, if you need information pertaining to current solicitations, you may visit our website at <http://www.admin.sc.gov/sb-ps/leasing/LS-solicitations.phtm>

Sincerely,

*Latina Morris*

Latina Morris  
Real Property Services

/jlm  
Enclosures

## LEASE SOLICITATION REQUEST FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

### RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65

I have read the contents of §§ 1-11-55, 1-11-56 and 1-11-65 in their entirety. I agree to comply with the foregoing statutes and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes.

Also, I understand that the Department of Administration, Division of General Services (Real Property Services) is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of the Division of General Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Typed or Printed Name

### E-MAIL LIST

**You will receive all solicitations by e-mail only**

Name of Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please return completed form by mail, fax or email to: SC Department of Administration, Division of General Services, Attn: Latina Morris, 1200 Senate Street, Ste. 460, Columbia, SC 29201, Fax: 803-737-7178, E-mail: [lmorris@admin.sc.gov](mailto:lmorris@admin.sc.gov)