

**KANSAS REAL ESTATE APPRAISAL BOARD (KREAB)**

**INFORMAL REQUEST FOR LEASED OFFICE SPACE  
IN TOPEKA, KANSAS**

**MARCH 19, 2008**

**1.0 REQUESTED LEASE TERMS AND CONDITIONS**

The following provides an overview of the lease terms and conditions being sought by the Kansas Real Estate Appraisal Board. Additional lease terms and conditions will be provided for in the written Lease Agreement between the parties. The base lease document is the State's standard lease form (DA-46) which may be found at: <http://www.da.ks.gov/fm/dfm/services/leasing.htm>.

- Initial lease term desired: 5 year lease
- Renewal option: A 5 year renewal option will be considered for a 5 year initial lease term
- Estimated space requirement: 1,100 square feet of useable space
- Number of staff to accommodate in leased space: 2
- Number of off-street parking stalls required: 2
- Entire leased space preferred on one floor, but will consider other options

The desired occupancy date is July 1, 2008.

**1.1 THE DEADLINE FOR SUBMISSION OF PROPOSALS IS 10:00 A.M. LOCAL TIME ON MAY 1, 2008.**

The KREAB prefers proposals to be submitted electronically via email to Sally Pritchett, Director, at [sally.pritchett@kreab.ks.gov](mailto:sally.pritchett@kreab.ks.gov). However, paper proposals will also be accepted and may be faxed, mailed or hand-delivered by the deadline to the address below. If submitting paper proposals, please submit one (1) original and three (3) copies. **LATE PROPOSALS, WHETHER ELECTRONIC OR PAPER, WILL NOT BE CONSIDERED.**

Kansas Real Estate Appraisal Board  
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Topeka, KS 66604  
(785) 271-3373 (phone)  
(785) 271-3370 (fax)

Please direct all questions regarding this proposal to Sally Pritchett, Director at [sally.pritchett@kreab.ks.gov](mailto:sally.pritchett@kreab.ks.gov) or at (785) 271-3373.