



**Real Estate Division
Application – New Lease**

Requesting Department: _____ Name: _____ Phone: _____

Address _____ Email Address: _____

A non-refundable fee in the amount of \$1,000.00 will be required to process your application plus the cost of any Due Diligence. Payments must be made at the One Stop Shop located at: 811 Texas, El Paso, Texas 79901.

Applications along with proof of payment must be emailed to realestate@elpasotexas.gov. Applications with missing information or submitted without proof of payment will not be processed or kept on file.

Background: Use the following link to determine PID #: <http://gis.elpasotexas.gov/planning/index.html> PID#

Proposed Use _____

Proposed Address & PID # _____

**The City does not have a list of available properties. A PID# for the property (building, office space, parking, piece of land, etc.) you are requesting to lease is required to process the application.*

Timeline for Move In _____

Type of property needed (i.e. raw land, building, office, parking) _____

How many individuals will be moved in to this property? _____ No. of offices needed? _____

PROPOSED LEASE TERMS

Building Size _____ square feet

Lease Premises _____ square feet

Option A:

Lease Term _____ Months

Initial Base Rental Rate \$ _____ per square foot annually (\$ _____ per year)

Option B:

Lease Term _____ Months

Initial Base Rental Rate \$ _____ per square foot annually (\$ _____ per year)

Other Terms

	<u>Yes</u>	<u>No</u>	<u>Details</u>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	If so how many? _____
Signage	<input type="checkbox"/>	<input type="checkbox"/>	Building signage is available at _____
Extension Option	<input type="checkbox"/>	<input type="checkbox"/>	_____ option(s) to renew for _____ additional years

**TERMS AND BUDGET PROVIDED ABOVE MAY NOT BE THE FINAL NEGOTIATED TERMS/AMOUNTS.*

Requestor _____

Signature _____

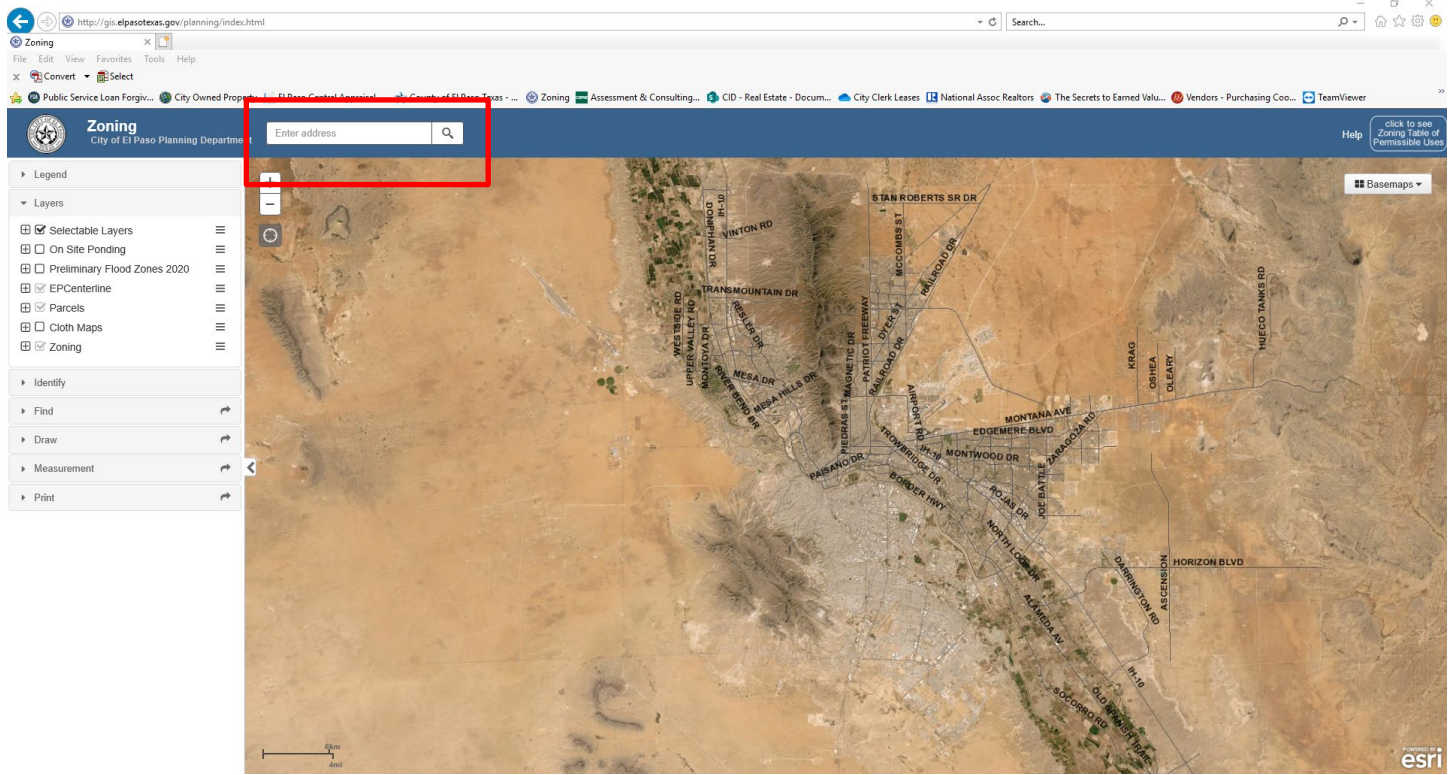
Date _____

ONE STOP SHOP USE ONLY

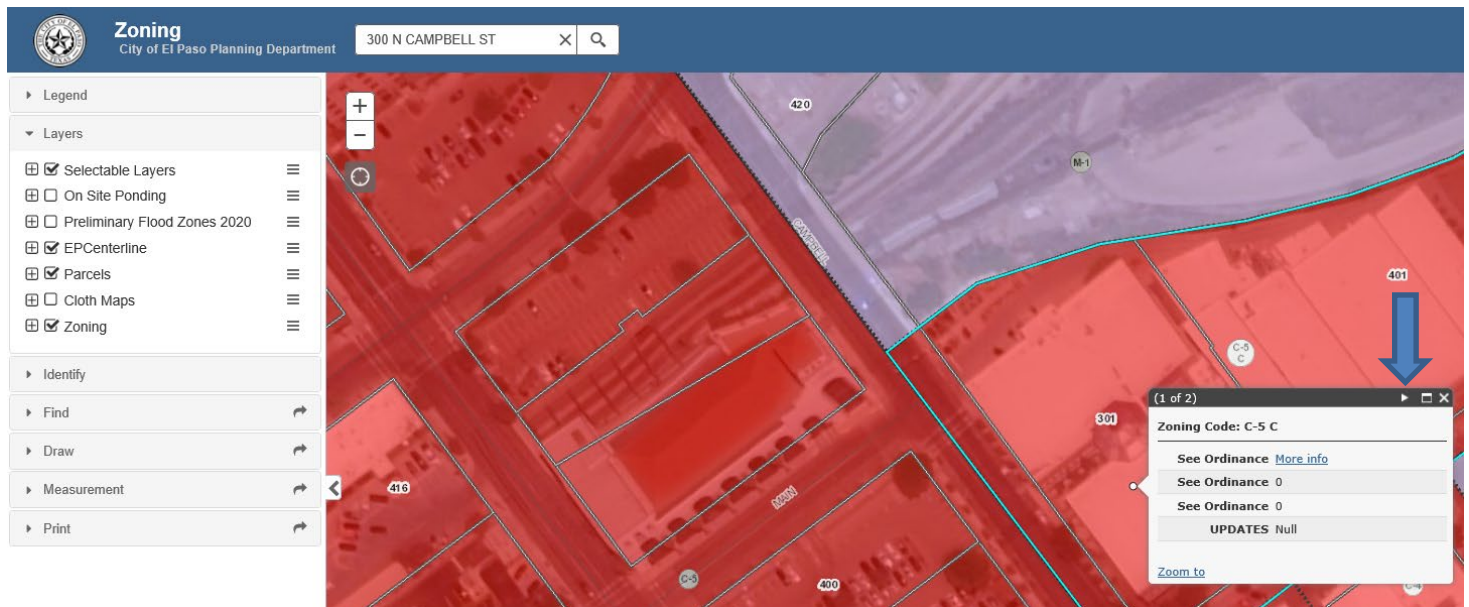
Please process payment via Real Estate Fees in Accela LPOS under Engineering (Application Fee Leases - \$1,000) and provide customer a receipt.

How do I get a PID#

STEP 1 – Enter address in “Enter Address” field below



STEP 2: Click arrow in the “Zoning Box” to unhide PID#



STEP 3: Copy PID# from the “Zoning Box”