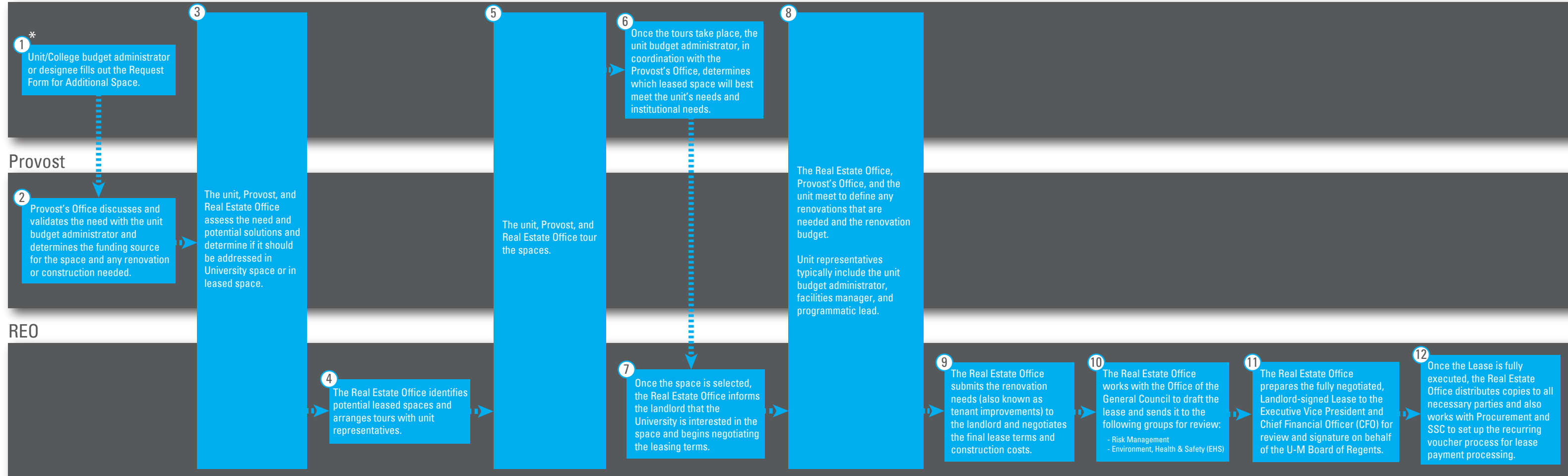


# U-M Real Estate Office

## Process Overview for Finding Additional Space

Unit/College



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

**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 spaceplan 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.