



AGENCY TO AGENCY LEASE PROCESS

1. AVAILABILITY OF SPACE

When state government agencies need space, they must first consider any available space already owned by the state. The South Carolina Department of Administration's (Admin) Real Property Services (RPS) contacts other state agencies with each solicitation request to inquire about available state-owned space. Additionally, RPS reviews the annual surplus property list provided by agencies to find any connections between surplus property and an agency's current space need.

2. AGREE ON TERMS

If state space is available, the agency owning/leasing the space will provide the agency in need with lease terms for review. Once terms are agreed upon, RPS will work with the agency to finalize and execute the lease with RPS approval. Some agencies may also need to seek other required governmental approvals, such as their governing board or commission.

Note: Admin is currently authorized to charge rent at a rate of \$11.29/square feet (SF) for Class A buildings, \$9.10/SF for class B buildings and \$3.40/SF for warehouse space. Other agencies set their own rates.





3. POST-EXECUTION AND BILLING

RPS will circulate and file the fully-executed leases and input the data into the South Carolina Enterprise Information System (SCEIS). New leases will also receive an internal order number generated by the accounts payable office of the agency owning the property or in the case of Shared Services, by Admin. In most cases, the owning agency will submit invoices for payment to the agency leasing the space. The agency will take over the administration of the lease and contact RPS if there are issues that cannot be worked out between the parties.

