This request is hereby submitted to the above Real Estate Specialist for the granting of a real estate license or easement. (Attach additional sheets if necessary.)

1. Purpose (Provide complete description of use and benefits to applicant):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Location (Attach maps, land surveys, drawings and other descriptive information for initial construction and primary use):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Scope of work (Provide description of project, attach Architect/Engineer drawings and specifications):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Technical information and environmental impact (Attach engineering reports, environmental impact studies and other information that will detail the operating activities of applicant):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This form may be photocopied.
5. Proposed length of agreement:


6. Benefits to the University:


7. Liabilities to the University:


8. Benefit to the community:


9. Compensation offered by applicant and method of payment (This may be in the form of cash, property, or in-kind benefits.):


10. Other


11. Project schedule and response: Construction for the above project is scheduled to begin on _______________ and end on _______________.

   Therefore it is requested that the University respond to this request by _______________.

   Special conditions which make the response date important to applicant are:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________


Application for Real Estate License/Easement
Texas State University-San Marcos

Submitted by:

Applicant ____________________________________________

By _________________________________________ Phone __________

Title ____________________________________________

Address __________________________________________________________________________

Form of Organization ________________________________________ TIN __________

Note: If this request is approved, applicant is aware that it will enter into a written agreement with Texas State University-San Marcos upon terms that will be negotiated which are satisfactory to the University. Applicant further understands that neither it nor its contractors or agents may go upon the University’s land and facilities for the purposes of installation or use until a formal agreement has been signed by all parties and the Vice President for Finance and Support Services or the Real Estate Specialist has issued a notice to proceed. Failure of the applicant to receive said authorization and notice before beginning the work or use may result in denial of the applicant's request and/or additional costs to the applicant for site remediation and for further administrative review and processing as deemed appropriate by the University. Applicant is aware that it must allow for sufficient time following the submittal of this application for the necessary reviews and approvals, for the execution of the agreement and the receipt of notice to proceed.

If you have questions concerning the completion of this form, time schedule, etc., please contact the Real Estate Specialist, Office of Finance and Support Services, 601 University Drive, J.C. Kellam Building 920, San Marcos, Texas 78666 or via telephone at (512) 245-2244 or email to dm31@txstate.edu.