

THE TEXAS A&M UNIVERSITY SYSTEM

SYSTEM OFFICES

LEASED BUILDING/FREE SPACE INFORMATION

The purpose of this form is to provide the required information to the SO Property Manager to create a building in FAMIS FFX for leased buildings or free space. Leased buildings are buildings that a System Member occupies and is paying a fee to occupy the space. Free space is defined as space that your campus code occupies, but does not own, lease, or is not owned by another A&M System Member.

The building will be added to campus code '00' on FAMIS FFX screen 540.

Please circle what type of building you are requesting to be added to campus code '00'.

LEASED FREE

- 1. Building Number: _____
- Building Name: _____
- Condition: _____
- Financing Method: _____
- Title Ownership: _____

***Please provide a separate spreadsheet to detail all of the room numbers within the building.*

- 2. Member Name and Campus Code Requesting the Addition/Change: _____

Date FCOR was notified by Member: _____

- 3. Approval: _____

Property Manager (signature)

Date

- 4. Submit this form and an additional spreadsheet, as noted above, to System Offices Property Management.
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For SO use only:

Date Building Entered on FAMIS FFX Screen 540: _____

SO Property Manager Signature that completed data entry: _____