

REAL ESTATE LEASING AND MANAGEMENT SECTION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1322

(Revised 06/05)

The Real Estate Leasing and Management Section (RELMS) provides real estate services under the broad authority assigned to DGS for centralized business management functions. The RELMS consists of two primary units: Leasing Services and Lease Management Services. The RELMS mission is to contribute to the success of customer agencies and to the prosperity of all Californians by making the best use of the state's real estate assets and providing quality facilities for state operations in the most effective manner.

The CAMB is the initial point of entry for requesting leasing services. Request for new leases, amendments to existing leases, or renewals for offices, warehouses, or other facilities are to be submitted on a STD. Form 9, signed by someone specifically authorized by the requesting agency. The STD. Form 9 should be submitted to the CAMB. For additional information, clients should contact their RESD CAM or they may call the CAMB at (916) 376-1800 or CALNET 480-1800. Agencies should allow as much lead time as possible when submitting their request (18 months for new existing space and 36 months for a build to suit) and they should provide full information about staffing, functions to be conducted, and any special requirements or equipment to be housed. Staffing information and rental budget may require confirmation by the Department of Finance (DOF). The CAMB will assist in developing the information required by the DOF. Requests can also be submitted on-line. Contact your CAM to get started.