

SAM – REAL ESTATE SERVICES DIVISION

REAL ESTATE LEASING AND PLANNING SECTION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1322

(Revised 1/2015)

The Real Estate Leasing and Planning Section ([RELPS](#)) provide real estate services under the broad authority assigned to DGS for centralized business management functions. RELPS consists of two primary units: Leasing Services and Lease Management Services. RELPS 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.

AMB 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 via CRUISE, approved by someone specifically authorized by the requesting agency. For assistance with Global CRUISE, contact the AMB Customer Services Management Unit at 916-376-1800. 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](#)).