



STATE OF MICHIGAN

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHELLE LANGE
DIRECTOR

Dear Lessor:

The purpose of this letter is to advise you of the laws and procedures related to real estate leasing for the Executive Branch, State of Michigan.

No employee of the State of Michigan has authority to make oral or written promises regarding a lease agreement or changes to an existing lease agreement without the approval of the State Administrative Board. Oral discussions or representations made by an employee of the State cannot be construed as a promise or as a verbal contract of any type.

The Management and Budget Act (Public Act 431 of 1984) and Executive Order 2002-20 specifies that the Department of Technology, Management & Budget (DTMB) is the only department authorized to enter into lease agreements, only after obtaining all necessary approvals. Conversations and discussions with representatives from a department or agency other than the DTMB are prohibited. Department or agency personnel may only engage in conversations with the lessor to report maintenance problems within a leased facility. Lessors who are contacted for non-maintenance issues should direct the department or agency personnel to contact the DTMB Real Estate Division.

Discussion on lease matters should only be conducted with the DTMB. Discussions directly with personnel from other departments or agencies should not occur.

In dealing with the DTMB on real estate matters, verbal discussions or negotiations, or transmittal of draft documents, should not be construed as promises or contracts of any type due to the requirement for approvals to complete the transaction. You must receive a fully executed document, signed by an authorized representative of the DTMB for an agreement to be valid.

Thank you for your cooperation. Feel free to contact me at (517) 284-7924 if you have any questions.

Sincerely,

Thomas J. Fehrenbach
Director
Real Estate Division, DTMB

ACKNOWLEDGEMENT:

Lessor:

_____ Date _____
Print Name:
Title:

C: Contact Department
File