

State of New Jersey Department of the Treasury Division of Property Management and Construction Bureau of Lease Compliance PO Box 038 Trenton, NJ 08625-0038	<h1 style="margin: 0;">Tenant Service Request</h1> <p style="margin: 0;">Leased Space</p>	TSR No.
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INSTRUCTIONS: The following information is required for proposed projects. All items are to be completed. Future project correspondence must bear the TSR Number. All available documents are to be submitted with this TSR. Please type or print.

Requesting Organization	Department	Agency/Bureau	Lease No
	Address		
	Agency Contact	Telephone	Date

Project Information	Project Location	
	Address:	County:
	Project Scope and Justification	

Funding	Account							
		(Fund)	(Agency)	(Orgn)	(Appr)	(Act. Cd.)	(Object)	(Project Acct.)

Documents	Plan(s): <input type="checkbox"/> INCLUDED <input type="checkbox"/> NOT AVAILABLE	Specification(s): <input type="checkbox"/> INCLUDED <input type="checkbox"/> NOT AVAILABLE
	Photographs: <input type="checkbox"/> INCLUDED <input type="checkbox"/> NOT AVAILABLE	Estimates: <input type="checkbox"/> INCLUDED <input type="checkbox"/> NOT AVAILABLE

Agency Endorsement			
	(Signature of Authorizing Officer)	(Title)	(Date)

DO NOT WRITE BELOW • FOR BUREAU OF LEASE COMPLIANCE USE ONLY

Landlord Approval	Contractor Approval		
	Name	Phone	
Lease Compliance Approval		Fiscal Approval	
Signature	Date	Signature	Date

Leased Space TSR Procedures

AGENCY

Submits a Tenant Service Request to the Bureau of Lease Compliance, PO Box 038, Trenton, NJ 08625-0038.

**BUREAU OF
LEASE COMPLIANCE**

The Bureau will review and approve the scope of work and solicit a cost proposal from the landlord and/or State contract vendor. Upon receipt of the proposal, an Intra Governmental Payment Voucher is solicited from the agency.

AGENCY

Reviews proposal and transfers funds into the Central Rent Account.

**BUREAU OF
LEASE COMPLIANCE**

The Bureau will prepare authorization documents with copies to Treasury Fiscal for payment processing.

AGENCY

Upon completion of the work, the agency will certify the State invoice that work is completed and submit the invoice to the Bureau of Lease Compliance for processing and payment.