

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 77

April 6, 1989

TO: All Departments, Boards, Agencies and Commissions

FROM: Stewart Walker, Chief Administrative Officer

SUBJECT: LEASING OF IMMOVABLE PROPERTY FROM PRIVATE OWNERS

1. PURPOSE

This memorandum instructs all City departments, boards, agencies and commissions to contact the Director of Property Management **first** when contemplating leasing immovable property from private owners.

2. AUTHORITY

The Home Rule Charter of the City of New Orleans, Section 4-1401. (4) gives the Department of Property Management the authority to "assign space to the officers, departments and boards in City buildings."

3. PROCEDURE

- A. A city agency wishing to increase or change the space allocated to the agency, shall first send to the Department of Property Management, Attention: Realty Records Administrator, in writing and signed by the department head, a full description of the change in space needs. This memorandum shall include justification for the change, information on availability of funds for the change, and a complete description of needs, including, but not limited to function, proposed tenants, hours of usage, ceiling height, electrical, plumbing, and special equipment requirements, security, and **any other pertinent information**.
- B. The Department of Property Management shall review City owned properties for availability of space and suitability for use by the requesting agency.
- C. If a suitable City property is not found the Department of Property Management shall search for a property. The department in need of a property may participate in the search, but only in cooperation with the Department of Property Management. The user department is specifically limited to providing addresses of possible locations. The user department shall not meet with the real estate agents or owners without a representative from Property Management.

- D. When a property has been found the Department of Property Management, Realty Records Administrator shall contact the owner of the property to negotiated lease conditions and price and to draw up a lease to present to the use department head for review.
- E. The Realty Records Administrator shall then send the lease to the City Attorney for review of form and legality. The City Attorney shall also consider the adequacy and correctness of the wording and provisions of the lease.
- F. A requisition to encumber funds for the lease and a copy of the lease should be routed to the Chief Administrative Office, Budget & Operations Management Division for approval and to the Department of Finance, Bureau of Accounting, prior to either party signing the lease.
- G. Four copies of the lease shall be presented to the property owner for original signature and returned to Property Management to be finalized for the City.
- H. Copies of the lease shall be distributed to the lessor, the Department of Property Management, Realty Records, Department of Finance, Bureau of Purchasing, and the user department.

4. INQUIRIES.

Any questions about this memorandum should be directed to the Realty Records Administrator, Department of Property Management.

SW/LRF/snj