

LEASING REAL PROPERTY FOR COUNTY USE

SUMMARY

This procedure explains how to lease real property from the private sector for County use.

PROCEDURE

1. In accordance with the provisions of Administrative Order 8-1, the requesting department shall submit a written Property Action Request form (PAR) to the Office of Management and Budget (OMB) to verify availability of funds.
2. Upon approval by OMB, the requesting department director will forward the PAR to the Internal Services Department (ISD).
3. ISD identifies properties that may be suitable for leasing and provides the information to the requesting department for review and selection.
4. ISD negotiates the terms of the lease agreement and transmits the negotiated lease agreement to the County Attorney's Office (CAO) for review and approval for legal sufficiency.
5. Once approved by the CAO, a minimum of three (3) of the proposed original lease agreements are submitted to the Landlord for execution.
6. ISD prepares the agenda item, including the resolution, requesting approval of the proposed lease agreement, and forwards same, along with the proposed lease agreement, to the requesting department for approval of the draft lease agreement and agenda item. Upon the department's approval of the documents, a PAR II form is completed and sent to the department and then OMB for approval. Upon receipt of the approved PAR II form, a draft agenda item and proposed lease agreement is sent to the County Mayor for submission to the Board of County Commissioners (BCC) for final action.
7. Once approved by the BCC, the three (3) original lease agreements are sent to the County Mayor, or the County Mayor's designee, for execution on behalf of the County. One (1) original is kept by the Clerk of the Board, and the other two (2) originals are provided to the Landlord and to ISD. Copies are sent to ISD/Risk Management Division and the ISD/Business and Finance Division.
8. ISD creates a file for the lease agreement, and enters the lease agreement into a database that generates the rental payments. The file consist of the lease agreement, an activity sheet, a copy of the agenda item, including the resolution, and relevant correspondence.
9. ISD coordinates alterations in any leased space with the landlord and tenant, as needed, and schedules meetings to inspect build-outs, prepares a punch list with the landlord, and assists in coordinating the department's move, upon acceptance of leased property.

Exceptions

All negotiations for leasing of real property are the responsibility of ISD. Pursuant to Administrative Order 8-1, the only other Miami-Dade County departments authorized to process their own lease agreements are Aviation and Seaport.

CONTACT(S):

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