

Leased Space or Discovered Building**New York State Education Department****Office of Facilities Planning****Room 1060 Education Building Annex****Albany, NY 12234****LETTER OF INTENT FORM**

School District/BOCES:	
BEDS Code: <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/>	Date:
School District/BOCES Contact Person & Title: (PLEASE PRINT)	Signature of School District/BOCES Contact Person:
Address:	Telephone Number: ()

Project# <input type="text" value="1"/>	Individual Project Information
Place an X in the box that applies: <input type="checkbox"/> Leased Space <input type="checkbox"/> Discovered Building	
If leased space, please indicate the period of use: (month/year) From: <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> To: <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/>	
If discovered building, date built or placed on site: (month/year) <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/>	
Name of Building: _____	
Location: _____	
Use of Building: <input type="checkbox"/> Instructional <input type="checkbox"/> Administrative <input type="checkbox"/> Storage <input type="checkbox"/> Other (please specify) _____	
If leased space, will lease aid be requested? <input type="checkbox"/> yes <input type="checkbox"/> no	
NOTE: Lease aid is available only for leased space off school district property which is used for the instruction of students.	

If you need to establish more than one project, please use the Leased Space/Discovered Building Individual Project Information Form and attach as many copies as necessary to this initial LOI form.

Leased Space/Discovered Building
Individual Project Information Form
(Use for Multiple Projects Only)

School District/BOCES:	Date:
Project# <input style="width: 40px; height: 20px;" type="text"/>	
Individual Project Information	
Place an X in the box that applies: <input type="checkbox"/> Leased Space <input type="checkbox"/> Discovered Building	
If leased space, please indicate the period of use: (month/year) From: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
If discovered building, date built or placed on site: (month/year) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
Name of Building: _____	
Location: _____	
Use of Building: <input type="checkbox"/> Instructional <input type="checkbox"/> Administrative <input type="checkbox"/> Storage <input type="checkbox"/> Other (please specify) _____	
If leased space, will lease aid be requested? <input type="checkbox"/> yes <input type="checkbox"/> no	

Project# <input style="width: 40px; height: 20px;" type="text"/>	
Individual Project Information	
Place and X in the box that applies: <input type="checkbox"/> Leased Space <input type="checkbox"/> Discovered Building	
If leased space, please indicate the period of use: (month/year) From: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
If discovered building, date built or placed on site: (month/year) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
Name of Building: _____	
Location: _____	
Use of Building: <input type="checkbox"/> Instructional <input type="checkbox"/> Administrative <input type="checkbox"/> Storage <input type="checkbox"/> Other (please specify) _____	
If leased space, will lease aid be requested? <input type="checkbox"/> yes <input type="checkbox"/> no	

