



ADVERTISEMENT INFORMATION FOR LEASE SPACE

**for posting on DFA/BoB website
(not the Ad to the Newspaper)**

AGENCY / INSTITUTION: _____

PREFERRED TERM (LENGTH) OF LEASE: _____

SQUARE FEET: _____

PROPOSED USE OF SPACE (PURPOSE): _____

LOCATION FOR LEASE SPACE: _____

AGENCY CONTACT PERSON: _____

AGENCY CONTACT ADDRESS: _____

AGENCY CONTACT PHONE: _____

AGENCY CONTACT EMAIL: _____

ANY SPECIFIC NEEDS / REQUIREMENTS OF SPACE: _____

DEADLINE FOR RECEIPT OF PROPOSALS: _____

Advertisement Dates:

(You will fill in these 2 dates once you have sent the Ad to the Local Newspaper and know which dates the Ad will run for use on our website as well)
