



**ADVERTISEMENT INFORMATION**  
**FOR LEASE SPACE**  
**for posting on DFA/BoB website only**

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: Date: 03/01/2024 at 10:00:01 am

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)

\_\_\_\_\_  
\_\_\_\_\_