

**AD FOR LEASE PROPOSALS**

The Division of Real Property Management suggests the ad for lease proposals should contain no less than the following:

(AGENCY NAME) is soliciting proposals to lease approximately (# ) sq. ft. of (TYPE) space in (CITY), MS. Interested parties should contact (AGENCY REPRESENTATIVE NAME AND ADDRESS) or call (AGENCY PHONE #) for leasing information. Deadline for receipt of proposals is (DATE & TIME).

In the event that none of the proposals submitted is acceptable to the Agency, the proposals received are to be returned to the submitter with notice that all proposals were rejected. The Agency will then begin to solicit for new proposals by repeating the leasing procedure. This includes re-advertising and establishing a new deadline for receipt of proposals.

In the event that no proposals are received by the deadline as advertised, the Agency must again advertise for proposals and extend the date of the deadline.

The Division of Real Property Management recommends that these ads run at least twice, seven (7) days apart with the deadline not to be less than five (5) days after the second appearance of the ad.