



State of Oklahoma
Office of Management and Enterprise Services

January 6, 2015

MEMORANDUM

TO: All Real Estate and Leasing Services Customers and Partners
FROM: Melissa Milburn, Director of Real Estate and Leasing Services
SUBJECT: Change in Official Rules

Real Estate and Leasing Services' Administrative Rules have been revised and updated effective September 12, 2014. Minor changes were made, including the removal of the space allocation for smoking rooms, the removal of the personnel definitions from the space standards, and other minor changes. The new rules also make the Space Request process more adaptable to a paperless process, update the name of the division from State Leasing to Real Estate and Leasing Services and simplify the language to make the rules more user-friendly. The most noticeable change to the user will be the location and number of the rules.

The Real Estate and Leasing Services' Leasing and Space Standards rules are now found in Title 260 Chapter 95 of the Oklahoma Administrative Code, and the rules for the Oklahoma State Government Asset Reduction and Cost Savings program are found in Title 260 Chapter 95. Hyperlinks to the rules are provided on the Real Estate and Leasing Services' website. Additionally, all Real Estate and Leasing Services Official Forms have also been updated to reflect the rule changes.

Please contact Real Estate and Leasing Services if you have any questions regarding any real estate or leasing issue.