memorandum

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| TO: | TRANSPORTATION BUSINESS UNIT (TBU) CLEARANCE REPRESENTATIVES |
| FROM: | «Preparer\_Job\_Title» «PREPARER\_FULL\_NAME» |
| SUBJECT: | TBU CLEARANCE (LEASE EXCLUSION) – MC# «TBLMCMAINMCID»- «PROPERTY\_NAME» |
| DATE: | «DATE\_OF\_PREPARATION» |
| RESPONSE REQUESTED BY: | «DATE\_OF\_PREPARATION» |

**PURPOSE OF MEMORANDUM**

In accordance with Maryland Department of Transportation Policy and Procedure 654.1, it is the purpose of this memorandum to advise that MC# «tblMCMainMcId» identified as the former «Property\_Name» property, Item No(s). «TBU\_Item\_s» is excluded from the TBU Clearance process.

**SUMMARY**

The Maryland Department of Transportation «TBU\_Name» («TBU\_Acronym») proposes the sale of the former «Property\_Name» property and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps. The property is not needed for a transportation purpose and we shall proceed with our appropriate leasing activity.

**ANALYSIS**

The former «Property\_Name» is excluded from the TBU Clearance Procedures in accordance with Leasing Exclusions number:

«GenOption1» 1. Any lease of real property, which is subject to a rate schedule approved by the Board of Public Works.

«GenOption2» 2. Any lease of real property which is for a *term of 90 days or less*, or is subject to termination *without cause or penalty by the Lessor giving 90 day notice or less*, to vacate the property and cancel the Lease.

«GenOption3» 3. Any new lease or a renewal lease which is for property that was specifically designed for leasing to the general public or leasing of rights which has been a general operational practice, *provided that the lease or renewal thereof does not require a substantial change in the existing use or character of the property or require an expenditure of funds for construction, re-construction, improvements, physical alteration or demolition in excess of $15,000.*

All responses must be directed to:

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| «Preparer\_Title» «Preparer\_Full\_Name» |
| «Preparer\_Job\_Title» |
| «Preparer\_Office\_Name» |
| Maryland Department of Transportation, «Preparer\_TBU\_Name» |
| «Preparer\_Address», «Preparer\_Mail\_Stop» |
| «Preparer\_City\_State\_Zip» |
| Email: «Preparer\_Email» |

**ATTACHMENTS**

«list\_of\_attachments»

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| --- | --- |
| «ccLabel» | «cc1» |
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