



**State of Oklahoma  
Office of Management and Enterprise Services  
Division of Capital Assets Management  
Real Estate and Leasing Services**

**Explanation of Real Estate and  
Leasing Fees**

The following fee summaries are provided as an explanation of the Real Estate and Leasing Services fee schedule.

- Fee Code 100 - Real Property Disposal Fee. The Real Property Disposal Fee is the fee charged by Real Estate and Leasing Services for the services provided in the disposal of state owned properties. The fee is 4% of the total sale price and will be deducted from the sale price. Agencies are **not** required to pay this fee if the property does not sell.
- Fee Code 101 – Real Property Acquisition Fee. The Real Property Acquisition Fee is the fee charged by Real Estate and Leasing Services for the services provided to state agencies for the purchase or acquisition of real property. This fee is **not** assessed for leased property. The fee will be assessed at the time of closing and will be paid by the agency purchasing/acquiring the property. The fee is 4% of the total purchase price.
- Fee Code 102 – Interagency Transfer or Exchange Fee. This fee is assessed when a transfer or exchange of property is facilitated between state agencies or state entities. The fee is a \$200.00 flat fee with an hourly rate of \$60.00 per hour (see Fee Code 106 – Miscellaneous Real Estate Services) for additional services such as title research, legal research, and space evaluation and assessment. The total cost of the transfer will be calculated upon completion of the transaction, and the cost will be divided equally among agencies.
- ~~REVOKED Fee Code 103 – Lease Administration Fee. The Lease Administration Fee is assessed to agencies leasing space for any space except in DCAM managed buildings and zero cost leases. The DCAM Office of Facilities Management pays the Lease Administration fee for all DCAM managed space. Lease Administration Fees will not be assessed to agencies for leases where no rent is charged to the agency. The lease administration fee is \$.05 per net usable square foot. The fee is assessed at the time of contract renewal. The lease administration fee covers all standard administrative services provided for lease administration, including review of space request, rate approval, basic negotiations, reviewing and approving contracts, and assistance with contract management. Additional services such as extensive negotiations, assistance with locating space, space planning and more are provided under Fee Code 106 – Miscellaneous Real Estate and Leasing Services. Please note that your agency will be notified if a service you are requesting is not covered in Fee Code 103 and will be billed under Fee Code 106.~~
  - ~~○ Example: 5,321 net usable square foot 5,321 x \$0.05 = \$266.05~~
- Fee Code 104 – State Building Owner/Space Utilization Fee. The Space Utilization Fee is assessed for the service provided by Real Estate and Leasing Services in matching state agency tenants with vacant state owned space. This service generates valuable revenue for the owning agency to assist in maintaining the state's real property assets. The State Building owner/Space Utilization fee is 4% of the total cost of the initial contract period and \$0.05 per square foot for each year thereafter.
  - Example: Annual lease for 1,321 net usable square feet at \$9.25 a square foot.
  - Rent for the initial contract period is \$12,219.25. REALS fee is 4% of the initial contract period. REALS fee for initial contract period is \$488.77.
  - REALS fee is \$0.05 per net usable square foot every year thereafter, \$61.55 annually.
- Fee Code 105 - Newspaper Bid/Proposal. The Newspaper Bid/Proposal fee is assessed after the notice is procured when Real Estate and Leasing Services places a Notice or Request for Proposals in any publication on behalf of the user agency. The fee is total cost of the notice plus 15%. Agencies still have the option of placing their own notices and submitting a copy of the publication to Real Estate and Leasing Services.
- Fee Code 106 – Miscellaneous Real Estate and Leasing Services. Real Estate and Leasing Services will provide numerous optional services to assist agencies with leasing and real estate acquisition, disposal and management. Optional services allow Real Estate and Leasing Services to provide additional assistance to agencies that need or prefer further assistance while keeping the overall flat rate fees low. Optional services include title research, space assessment, space search, space planning, extensive negotiations, space audit, and numerous other services where no specific fee code applies. Optional Services are provided at the rate of \$60.00 per hour. Your agency will be notified if a service you are requesting is an optional service and an hourly fee will be assessed. Please contact Real Estate and Leasing Services for more information on optional services.

- Fee Code 107 – Easement Application for State Land Use. The easement application fee is assessed to parties applying for an easement on state owned lands. The fee is not charged to the owning agency. The fee is \$200.00 for the initial application and any subsequent applications for renewal or reinstatement.
- Fee Code 108 – Utility and Pipeline Easements. The Utility and Pipeline Easement fee is assessed to agencies for management of utility and pipeline easements on state owned lands. The fee is 6% of the total contact amount. The fee is an agency cost, and it is deducted from the contract proceeds.
- Fee Code 109 - Surface Lease. The Surface Lease fee is assessed to agencies for the management of surface leases on state owned land. The fee is an agency cost, and it is deducted from the contract proceeds. The fee is 6% of the total contract amount.
- Fee Code 110 – Mineral Royalties and Bonuses. Mineral Royalties and bonuses fees are assessed to agencies for management of mineral rights. The fee is an agency cost, and it is deducted from the contract proceeds. The fee is 6% of the total contract amount.



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**Fee Schedule**  
**FY 2014**

**REAL ESTATE AND LEASING SERVICES FEES** (PeopleSoft Item ID for all REALS Fees is 1000029167)

Fee Code	Real Property Acquisition and Disposal	PeopleSoft Item ID	
100	Real Property Disposal	1000029167	4% of Sale Price
101	Real Property Acquisition	1000029167	4% of Sale Price
102	Interagency Transfer or Exchange	1000029167	\$200.00 + \$60.00 Hourly Rate

Fee Code	Space Acquisition and Management	PeopleSoft Item ID	
103	Revoked		
104	State Building Owner/Space Utilization Fee	1000029167	4.0% of the Initial Contract or \$0.05 per square foot annually

Fee Code	Miscellaneous Costs and Fees	PeopleSoft Item ID	
105	Newspaper Bid/Proposal Advertising	1000029167	Cost + 15%
106	Miscellaneous Real Estate and Leasing Services	1000029167	\$60.00 Hourly Rate

Fee Code	Easements, Surface Leases, Mineral Royalties, and Bonuses	PeopleSoft Item ID	
107	Easement Application for State Land Use (Grantee Cost) Renewal, Re-instatement	1000029167	\$200.00 Fixed Fee
108	Utility and Pipeline Easements	1000029167	6.0% Of the Total Contract Amount
109	Surface Lease	1000029167	6.0 % Of the Total Contract Amount
110	Mineral Royalties and Bonuses	1000029167	6.0% Of the Total Contract Amount