



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

06/08/15

DR. KYLE L. JANEK
EXECUTIVE COMMISSIONER

100 West First Street
Mt. Pleasant, Texas 75455

RE: 303 East 11th Street
Lease # 00413

Dear Judge Lee:

The State is requesting permission to repair the roof. During heavy rains, some roof leaks have been observed.

All work completed will be performed to local code requirements. If you concur with the above noted modifications, please answer each question on the following page, sign, then fax all pages of this letter back to our office at (903) 577-0433, ATTN: Jason Cospers or scan to my email address of Jason.cospers@hhsc.state.tx.us If additional information is needed, please do not hesitate to contact me at (903-258-0585).

Sincerely,

Handwritten signature of Jason Paul Cospers in black ink.

Jason Cospers
Regional Business Services Officer
903-258-0585

Handwritten signature of Beverly Brookins in black ink.

Beverly Brookins
Regional Business Services Manager
903-509-5104

Lease # 00413
303 East 11th Street
Tenant Improvement Request
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	<p>FUNDING AUTHORIZATION (please answer each)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I agree to fund this project at no cost to the occupying agency.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I agree to partially fund this project. My contribution to the expense will be _____ % of the total cost.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I authorize the occupying agency to fund this project. This request is for construction, remodeling, modifications, and/or other permanent changes to existing lease space for which the Lessor is NOT responsible for providing under the terms and conditions of the lease contract.</p> <hr/> <p>PROJECT MANAGEMENT (please answer each)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I agree to contract and manage the project on behalf of the occupying agency. (Please attach an ITEMIZED price quote).</p>
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Lessor Authorization

I authorize the work to be performed and agree with the terms indicated by my selections. This request includes tenant improvements, which WILL NOT be considered the property of the occupying agency, and will not be retained by the occupying agency upon move out. Therefore, the lessor will assume responsibility for maintenance, repair and inspections (where applicable).

X

Brian P. Lee

Lessor or designated representative signature

6-23-15

Date

Brian P. Lee Titus County Judge

Please Print Name