

# SPACE ACQUISITION PROCESS



**OKLAHOMA**  
OMES Real Estate  
and Leasing Services

**1.** Customer submits a space acquisition request.

**2.** Space search and selection are conducted.

**3.** OMES teams engage in space planning and project planning meeting.

**4.** Negotiation of rates and improvements is conducted.

**5.** Construction estimates and quotes are provided, if applicable.

**6.** Lease agreement and OMES IS statement of work is approved and executed.

**7.** If applicable, inspections and permits are requested.

**8.** If applicable, construction work is conducted.

**9.** Network and physical security are installed.

**10.** Space walkthrough is conducted and then reviewed for acceptance and completion.

**11.** Physical move is conducted and customer takes occupancy of the new space.