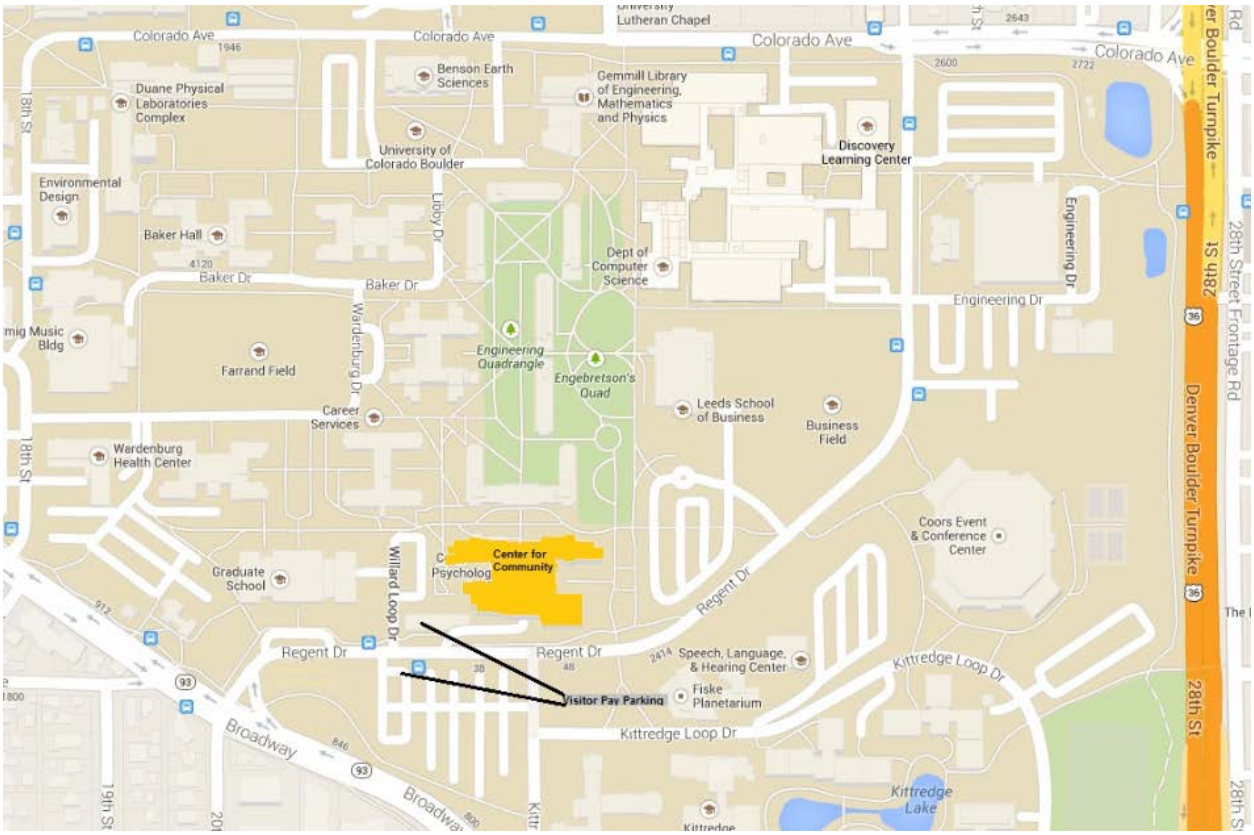
New Outside Tenant Procedures

As an outside tenant (any group that is not affiliated with the University) the following must be completed upon executing a lease with Real Estate Services (RES):

1. Provide a COI (certificate of insurance) to RES. A COI that meets all lease requirements must be on file with RES before keys can be issued.

2. Provide BuffOne card numbers and expiration dates for everyone that needs access to the space to RES. If you or one of your colleagues that will be using the space does not already have a BuffOne card, notify RES and they will submit an application on your behalf. Once the application has been sent, the applicant will need to go to the BuffOne Card office, located in the Center for Community on main campus (see map below), and they will issue a Vendor/Contactor BuffOne Card. The cost for each new BuffOne card is $5.00.



3. Once you provide your BuffOne card information to RES, they will order keys to the space and set-up afterhours building access. Vendor/Contactor BuffOne cards expire 12 months after they are issued and it can take up to 48 hours for building access to be activated on new Buff cards.

4. Keys can be picked up from RES or directly from Access Services at the stadium. Let RES know which option you prefer and they will make the appropriate arrangements.

5. Outside tenants are not allowed to use UCB internet/telephone connections. If you require telephone and/or internet service, you will need to contract with an internet service provider (ISP) in the area (CenturyLink, Comcast, etc.). Per your lease agreement, as the tenant you are responsible for all the ISP associated costs (installation, fees, etc.). Most outside tenants go with CenturyLink as all RES buildings already have the infrastructure in place that is compatible with CenturyLink's service and therefore the installation is much less expensive compared to other ISPs.

    a. If the space you are leasing does not already have an Ethernet jack, one will need to be installed before the ISP comes out to install/activate service. To have a jack installed, contact RES and they will make arrangements to have a jack installed. New jack installations usually take at least 2 weeks to be completed from the time they are requested.

    b. Once you have a confirmed the installation date/time with your ISP, contact RES and they will make arrangements to have a representative with the University IT department open the nearest telecom closet while the ISP tech is installing/activating your service.

6. If there are any issues with the space during your tenancy (heating/cooling not working properly, leaks, damages, lock issues, etc.), please contact RES immediately and they will work to resolve the issue as quickly as possible. RES can be reached by calling 303-492-6883 or by emailing Kimberly.Pepitone@Colorado.EDU.

UNIVERSITY OF COLORADO BOULDER - REAL ESTATE SERVICES – OUTSIDE ENTITY LEASING

