

NM STATE PROPERTY REQUEST FORM

This is a request to **scout / shoot** a state-owned building or property for filming. Submit a form for each location.

This is not a contract; however, this form does two things:

- a) If two productions request to use the same property at a similar time, this form will create a queue of first "right of use".
- b) Upon receipt of this form, the NMFO will facilitate the internal approval process between agencies. **A minimum of two (2) weeks is required; however, four (4) weeks is highly recommended.**

Email this form to Maxine Trujillo: maxine@nmfilm.com. For questions call 505-476-5608.

1. NAME OF STATE-OWNED BUILDING OR PROPERTY: _____

2. ADDRESS: _____

3. PROPOSED SCOUT DATE(S): _____

Time(s): _____

4. COMPANY INFORMATION:

Project Title & Type (feature, TV, doc...): _____

Production Company Name: _____

Production Company Address: _____

Line Producer: _____ Phone: _____

Location Manager: _____ Cell: _____

Asst. Location Manager: _____ Cell: _____

5. TENTATIVE DATES REQUESTED FOR STATE-OWNED BUILDING OR PROPERTY:

Prep dates: _____ through _____ Times: _____

Shoot dates: _____ through _____ Times: _____

Wrap dates: _____ through _____ Times: _____

6. LIST specific INTERIOR & EXTERIOR LOCATIONS AT STATE-OWNED BUILDING OR PROPERTY OF INTEREST:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List additional areas on a separate sheet of paper.

7. AGREEMENT: The above dates will be held for _____ (“Company”) pending delivery of a finalized signed Location Agreement (provided by the State) and a Certificate of Insurance (per policy). Should a second company request the same property and dates, the Company will be required to formalize their commitment within five (5) business days by providing a final Location Agreement and Certificate of Insurance. If Company is unable to commit, Company will forfeit their request. The Company is responsible for reading, understanding and following policies regarding this process.

AGREED BY COMPANY:

Company: _____

Production: _____

NAME (PRINT): _____

Title: _____

Signature: _____

Date: _____

AGREED TO HOLD LOCATION, STATE OF NEW MEXICO:

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

**GENERAL SERVICES DEPARTMENT / FACILITIES MANAGEMENT DIVISION TO HOLD LOCATION,
STATE OF NEW MEXICO:**

Division: GSD/FMD

Signature: _____

Name (PRINT): Elizabeth Jeffries

Title: Real Property Manager

Date: _____