

## NM STATE PROPERTY REQUEST FORM

This is a request to film at a state-owned building or property. 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"; and
- b) Upon receipt of this form, the NMFO will facilitate the internal approval process between agencies. **A minimum of 3 business days (pending availability of location) is required.**

Email this form to Rochelle Bussey [rochelle@nmfilm.com](mailto:rochelle@nmfilm.com). For questions call 505-629-2426.

**1. NAME OF STATE-OWNED BUILDING OR PROPERTY:** \_\_\_\_\_

**2. ADDRESS:** \_\_\_\_\_

**3. COMPANY INFORMATION:**

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

Production Company Name: \_\_\_\_\_

Production Company Address: \_\_\_\_\_

Line Producer: \_\_\_\_\_ Cell: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Cell: \_\_\_\_\_

Asst. Location Manager: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Prep dates: \_\_\_\_\_ through \_\_\_\_\_ Times: \_\_\_\_\_

Shoot dates: \_\_\_\_\_ through \_\_\_\_\_ Times: \_\_\_\_\_

Wrap dates: \_\_\_\_\_ through \_\_\_\_\_ Times: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

*List additional areas on a separate sheet of paper.*

**6. 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 **3 business days (pending availability of location)** 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 PRODUCTION COMPANY:**

Company: _____	Production: _____
NAME (PRINT): _____	Title: _____
Signature: _____	Date: _____

**AGREED TO HOLD LOCATION, STATE OF NEW MEXICO:**

<b>Division:</b> _____	<b>Division:</b> _____
Signature: _____	Signature: _____
Name (PRINT): _____	Name (PRINT): _____
Title: _____	Title: _____
Date: _____	Date: _____
<b>Division:</b> _____	<b>Division:</b> _____
Signature: _____	Signature: _____
Name (PRINT): _____	Name (PRINT): _____
Title: _____	Title: _____
Date: _____	Date: _____

**AGREED TO HOLD LOCATION, STATE OF NEW MEXICO:**

**Division:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name (PRINT):** \_\_\_\_\_

**Name (PRINT):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name (PRINT):** \_\_\_\_\_

**Name (PRINT):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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:** \_\_\_\_\_