

DLRS# \_\_\_\_\_

# Office of the Director



**DATE:**

**DUE DATE:** \_\_\_\_\_

**DEADLINE DATE:** \_\_\_\_\_

*Expedite Process*

<b>SUBJECT:</b>						
<b>ORIGINATOR:</b>	<b>NAME:</b> <b>PHONE NUMBER:</b>					
<b>TITLE</b>	<b>NAME</b>			<b>Director Received Date:</b>		
				<table border="1"> <tr> <td><b>INITIAL</b></td> <td><b>DATE</b></td> </tr> </table>	<b>INITIAL</b>	<b>DATE</b>
<b>INITIAL</b>	<b>DATE</b>					
<b>Training Specialist</b>	VENOLA JOHNSON					
<b>Applicable Associate Director</b>	<input type="checkbox"/> RALPH MCLEAN, ACTING <input type="checkbox"/> DONNY GONZALEZ <input type="checkbox"/> GEORGE LEWIS <input type="checkbox"/> IKEOGU IMO <input type="checkbox"/> LESLEY LONG, INTERIM <input type="checkbox"/> PAUL BLACKMAN <input type="checkbox"/> JOHN A. STOKES, INTERIM					
<b>Resource Allocation</b>	WANDA JONES					
<b>Chief Operating Officer</b>	YOHANCE FULLER					
<b>Chief Administrative Officer</b>	MICHELLE DEE					
<b>Agency Fiscal Officer</b>	ANTOINETTE HUDSON-BECKHAM					
<b>Supervisory Attorney (Legal Sufficiency)</b>	<input type="checkbox"/> BETH-SHERRI AKYEREKO <input type="checkbox"/> CHARLES BROWN <input type="checkbox"/> KATHERINE JOUGH <input type="checkbox"/> KRISTEN WALP <input type="checkbox"/> VAUGHN ADAMS					
<b>General Counsel</b>	XAVIER BELTRAN					
<b>Director</b>	KEITH A. ANDERSON					

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**Summary:**

DLRS# \_\_\_\_\_

# Office of the Director

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**For all documents:**

**Title of Document:**

**Contracting Party (if applicable):**

**For Portfolio Division documents only:**

**Realty Specialist:**

**Attorney Assigned (if applicable):**

**District as:**  Landlord     Tenant     Licensee     Licensor     Declarant  
 Permitter     Permittee     Grantee     Grantor     Other

**Type of Document:**  In-Lease     Amendment to In-Lease     In-License     Out-License  
 Out-Lease     Amendment to Out-Lease     MOU     LOI  
 ANC Letter     Other

\_\_\_\_\_ (Legal - insert from Salesforce options)

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**Date Document Executed:** \_\_\_\_\_

ELMO