



TO: Building Tenants

FROM: Tom Berger, Director  
Division of Real Estate Development and Management (REDM)  
Department of Management Services (DMS)

DATE: January 25, 2019

SUBJECT: Agency Renovation Request (ARR) and Client Agency Agreement (CAA) Deadlines

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Please be advised that the review process for new ARR and CAA projects for FY 2018-19 will close at 5 p.m. Friday, March 29, 2019.

Please ensure all submissions are accurately completed and submitted prior to the deadline. Missing documentation for projects in progress must also be submitted by 5 p.m. Friday, March 29, 2019.

If you have any questions or require assistance, please contact the following:

ARR questions – [Stephanie.Regal-Meyer@dms.myflorida.com](mailto:Stephanie.Regal-Meyer@dms.myflorida.com) (850-487-1802)

CAA questions – [Tammy.Brannon@dms.myflorida.com](mailto:Tammy.Brannon@dms.myflorida.com) (850-413-9525)

Thank you.