

# HOW TO CORRECTLY COMPLETE A RSN

## Request for Space Need "RSN"

The screenshot shows a web browser window displaying a 'Request for Space Need Form' (RSN) in a print preview mode. The browser's address bar shows 'http://fp.state.fl.us/docs/req/RSN\_reqprint.asp'. The form is titled 'Request for Space Need Form' and 'Page 1 of 1'. It contains various fields for user information, contact details, and a section for 'Request for Space Need' with sub-sections for 'Request for Space Need' and 'Request for Space Need'. The form is displayed in a print preview window with a toolbar at the top and a footer at the bottom.

Request for Space Need Form	
Request No.	Request Title
Request Description	Request Status
Request Type	Request Category
Request Sub-Type	Request Priority
Request Date	Request Due Date
Request Location	Request Contact
Request Contact	Request Email
Request Phone	Request Fax
Request Address	Request City
Request State	Request Zip
Request Country	Request Language
Request Currency	Request Timezone
Request Units	Request Weight
Request Volume	Request Area
Request Length	Request Width
Request Height	Request Depth
Request Diameter	Request Radius
Request Circumference	Request Perimeter
Request Surface Area	Request Volume
Request Weight	Request Density
Request Length	Request Width
Request Height	Request Depth
Request Diameter	Request Radius
Request Circumference	Request Perimeter
Request Surface Area	Request Volume
Request Weight	Request Density



Drop down boxes are used to standardize Department, City & County Names

The date the requested transaction will start and stop

This is a drop down box - *Modifications must be described in the "Additional Comment" field*

Net Usable SF is found on the SAW in the Total Usable Area SF column

Division is a required field. Enter the Bureau, Section, etc.

This will be the number of options as of the date the RSN is submitted.

Drop down & select your office type.

Drop down to select solicitation type.

Drop down for facility type i.e. Present, DMS or existing

If you answer "Yes" and can NOT occupy state space you will need to submit a separate written justification memo with a Cost Benefit Analysis prior to RSN approval.



## Just a Reminder

- ▶ Wendy is special. All automatic RSN notifications come from her email.



[Wendy.Batts@dms.myflorida.com](mailto:Wendy.Batts@dms.myflorida.com)

- ▶ Contact the Operations Review Specialist assigned to your Agency.
- ▶ Put the person you want contacted regarding the lease transaction under “Contact Name” with their information.