

For Budget Division Use Only	
Reviewed by:	
Reviewed by:	

REAL PROPERTY (FOR BOARDS AND COMMISSIONS)
OR STORAGE LEASE INFORMATION

1. Agency (Lessee):

Purpose:

Exceptions/Special Lease Terms:

2. Name of Landlord (Lessor):

3. Address of Landlord:

4. Property Contact:

5. Address of Lease Property:

a. Square Footage or Unit Description:

b. Cost:

Cost Per Month	# of Months in Time Frame	Cost Per Year	Time Frame	Cost/Square Foot

Increase %:

c. Total Lease Consideration:

d. Option to Renew: Yes No Renewal Terms:

e. Holdover Notice: # of Days Required Holdover Terms:

f. Term:

g. Pass-thrus/CAM/Taxes: Landlord Tenant

h. Utilities: Landlord Tenant

i. Janitorial: Landlord Tenant 3 day 5 day Rural 3 Day Rural 5 Day Other (see special notes)

j. Repairs: **Major:** Landlord Tenant **Minor:** Landlord Tenant

k. Comparable Market Rate:

l. Specific termination clause in lease: Breach/Default/Lack of Funding

m. Lease will be paid for by Agency Budget Account Number or BOC Number:

6. BOE Threshold:

7. This lease constitutes:

- An extension of an existing lease
- An addition to current facilities (requires a remark)
- A relocation (requires a remark)
- A new location (requires a remark)
- Remodeling only

a. Estimated Moving Expenses: \$ Furnishings: \$ Data/Phones: \$

