|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | |  |  | **Real Estate and Leasing Services**  **Lease Agreement Instructions** | |  | Real Estate and Leasing Services Lease Agreement AttachmentInstructions |

Real Estate and Leasing Services

2401 N. Lincoln Blvd., Ste. 126, Oklahoma City, OK 73105 − Phone: 405-521-3819

PURPOSE OF FORM

Any special terms, conditions, modifications, additions or deletions to the lease that are not set out in Section 14 of the Lease Agreement shall be included on an attachment and made a part of the lease.

INSTRUCTIONS FOR PREPARATION OF FORM

1. REALS requires one electronically signed, paper original or copy of the contract documents and attachments. The attachments must be properly signed and attached to the Lease Agreement.
2. When using an attachment, it shall be referenced in Section 14 of the standard Lease Agreement. (Example: “Refer to Attachment .”)

**ATTACHMENT:** Enter the letter E or F for the first attachment, F or G for the second, etc. (Do not use A through D as these reference standard required attachments.)

**LESSOR:** Enter the name of the lessor as it appears on the Lease Agreement.

**LESSEE:** Enter the name of the agency as it appears on the Lease Agreement.

**DATE:** Enter the date as it appears on the first page of the Lease Agreement.

**TERMS, CONDITIONS, MODIFICATIONS, ADDITIONS AND/OR DELETIONS**

Examples include provisions for special parking, moving expenses to be borne by the lessor, special options to the lease, renovations to the facility, legal description or amendments to existing sections of the lease. REALS will assist the agency in developing special clauses.

**SIGNATURE LINES**

**LESSOR:** Signature of person who signed the Lease Agreement.

**LESSEE:** Signature of agency representative who signed the Lease Agreement.