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| Oklahoma OMES logo |  | Real Estate and Leasing Services Lease Agreement  Addendum Instructions |

Real Estate and Leasing Services

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

## PURPOSE OF FORM

Any changes in the terms or conditions to a fully executed Lease Agreement must be made a part of the lease through an addendum or by execution of a new Lease Agreement.

A Lease Agreement may be amended during its term if REALS finds it to be in the best interest of the state. Any changes to the Lease Agreement must be pre-authorized by REALS.

An addendum must be executed in order to modify or add additional sections to the Lease Agreement. Changes may include, but are not limited to, an increase or reduction in square footage, change in the rate, remodeling of the leased premises, and changes in services to be provided by the lessor.

If the effective date of a change coincides with a renewal period, a new Lease Agreement may be required.

Reference rules: OAC 260:95-1-6 and 260:95-1-7.

## PROCESS

1. The agency should prepare the draft addendum and submit it to REALS for approval.
2. Upon receiving approval, the agency should submit one electronically generated Adobe copy of the lease to the lessor for digital signature, or obtain the lessor’s original signature on two hard copies of the lease, after which it will be signed by the agency.
3. Each copy of the addendum must be signed by the agency director (or designated representative approved by REALS).
4. The addendum and required attachments or supporting documents must be submitted to REALS for execution. The addendum is not valid until signed by OMES.

## INSTRUCTIONS FOR COMPLETING THE FORM

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| DATE: | Enter date addendum is prepared or will be effective. |
| **LESSOR**: | Enter lessor’s name exactly as it appears on the Lease Agreement currently in effect. |
| **LESSEE:** | Enter agency’s name as it appears on the Lease Agreement currently in effect. |
| **DATE OF ORIGINAL LEASE:** | Enter the date on which the most recent Lease Agreement was signed. |
| **ORIGINAL LEASE:** | Enter the lessor’s name exactly as it appears on the most recent Lease Agreement. |
| **ADDRESS:** | Enter entire address of leased premises. |

**IN CONSIDERATION OF THE MUTUAL COVENANTS HEREWITH SET FORTH, THE PARTIES AGREE TO AMEND THE ABOVE-REFERENCED LEASE AS FOLLOWS:**

* The effective date of the action must be indicated at the beginning of each clause.
* Rate changes: Do not indicate a new annual rate on an addendum. Use only the monthly rate.
* Examples of provisions that may be included in the addendum:

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Section 1 is amended to read “... consisting of \_\_\_\_\_\_\_\_\_ net usable square feet.”

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Section 3 is amended to read “... ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) per month.”

## SIGNATURE LINES

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| LESSOR: | Lessor’s signature or signature of authorized legal representative. |
| LESSEE: | Signature of agency director (or designated representative authorized by REALS). |
| STATE OF OKLAHOMA: | Signature of the director of REALS or a designee. |

## REQUIRED ATTACHMENTS

1. Change order to the purchase order processed through the state purchasing system (REALS will approve the change order).
2. When the addendum is for an increase or decrease in space or remodeling of the leased space, 1/8” = 1’ scaled or dimensioned floor plan showing the changes to the space, signed and dated by the lessor.
3. If there is an increase in square footage or significant remodeling, a written statement from the state fire marshal or city fire marshal documenting compliance of the space with the applicable codes.