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|  |  | **Real Estate and Leasing Services****Lease Renewal Agreement****Instructions** |

Real Estate and Leasing Services

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

**PURPOSE OF FORM**

Most state leases contain a standard clause requiring the lessor to notify the lessee no less than six months prior to the expiration of the last option to renew the lease if the lease will not be renewed under the same terms and conditions. When the six-month notification clause is present, the agency may renew the lease by creating a change order to the existing purchase order, adding a new line for the new contract period. However, if the lease does not contain the six-month notification clause, the standard Lease Renewal Agreement form should be used when the following conditions exist:

1. There are no options to renew the original lease on the same terms and conditions.
2. All options to renew a lease have expired.
3. The legal owner and the terms and conditions on the current Lease Agreement will remain unchanged for the new lease term.

Reference rules: OAC 260:95-1-6(k)

PROCESS

1. One electronic copy of the Lease Renewal Agreement should be submitted to the lessor for signature. Electronic and digital signatures are acceptable.
2. The copy of the Lease Renewal Agreement signed by the lessor should be signed by the agency director (or designated representative authorized by REALS for approval and signature).
3. The signed Lease Renewal Agreement and any required attachments or supporting documents, including the purchase order, must be submitted to REALS for execution. The contract is not valid until signed by the Office of Management and Enterprise Services.

INSTRUCTIONS FOR PREPARATION OF THE FORM

**Lessor:** Enter name of lessor exactly as it appears on the current Lease Agreement or as indicated on the Change of Lessor form, if applicable.

**Lessee:** Enter the agency name.

**Date:** Enter the date the Lease Renewal Agreement is prepared or will become effective.

**Reference CAM PO #:** Enter the purchase order number of the most current contract being renewed.

**Addendum**: If applicable, the date of each addendum to the Lease Agreement should be referenced to ensure any changes to the Lease Agreement are included as a part of the Lease Renewal Agreement. Add additional spaces if there is more than one addendum.

**Date of renewal:** Enter effective date and termination date of Lease Renewal Agreement.

**Located at:** Enter street address, suite number and city exactly as it appears on the Lease Agreement or on an addendum (indicated in REFERENCE).

**Consisting of:** Enter number of square feet of leased space as it appears on the Lease Agreement or on an addendum (indicated in REFERENCE).

**In the sum of:** Enter monthly rental payment amount. Do not indicate the annual amount.

SIGNATURE LINES

**LESSOR:** Enter the lessor company name on the top line and the name and title of the person signing for the lessor (owner or legal authorized representative of the lessor) on the appropriate line.

**LESSEE:** Enter the name of the agency (do not use the name of a division) on the top line and the name and title of the person signing for the agency (agency director or designated representative authorized specifically for signing leases) on appropriate line.

**STATE OF OKLAHOMA:** Signature of REALS director or designee.

**LESSOR INFORMATION:** If the lessor has legally delegated signature authority to an agent, both sections of the Lessor Information must be completed accordingly and written documentation from the lessor verifying the agent’s authority must be attached to the Lease Renewal Agreement. This documentation must be provided annually.

REQUIRED ATTACHMENTS

1. Current certificate of liability insurance. The certificate holder must be State of Oklahoma Office of Management and Enterprise Services, Real Estate and Leasing Services, 2401 N. Lincoln Blvd., Ste. 126, Oklahoma City, OK, 73105. The certificate of insurance can be obtained by the agency directly from the insurance company, or the agency may require the vendor to provide it. Refer to the current certificate of insurance for the company’s contact name and phone number.
2. Unauthorized purchase order or purchase order showing the change order for the new contract period.

**REQUIRED DOCUMENS WHEN RENEWING A LEASE, WHICH DOES NOT REQUIRE**

**A LEASE RENEWAL AGREEMENT (RENEWAL VIA CHANGE ORDER)**

1. Purchase order showing the change order for the new contract period.
2. Verification of payment of current ad valorem taxes on the leased property. This can be obtained by the agency online or directly from the applicable county treasurer’s office, or the agency may require the property owner to provide it.
3. Current certificate of insurance. The certificate holder should be State of Oklahoma Office of Management and Enterprise Services, Real Estate and Leasing Services, 2401 N. Lincoln Blvd., Ste. 126, Oklahoma City, OK, 73105. The certificate of insurance can be obtained by the agency directly from the insurance company or the agency may require the vendor to provide it. Refer to the current certificate of insurance for the company’s contact name and phone number.

The Lease Renewal Agreement or purchase order with the change order and required attachments must be submitted directly to REALS forauthorization and action.