|  |  |  |
| --- | --- | --- |
|  |  | Real Estate and Leasing ServicesContract Non-Collusion Certification Instructions |

Real Estate and Leasing Services

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

## PURPOSE OF FORM

1. All parties contracting for services with the state must sign a Contract Non-Collusion Certification (CAM-FORM-SL-289-E).
2. The lessor must declare if a current or former state legislator has a right of ownership or financial interest in the property. If a former legislator holds a financial interest, execution of the Lease Agreement will violate any provisions of the Oklahoma Constitution.
3. It is not necessary to have a Certificate of Non-Collusion signed on an annual basis if the lessor remains the same as the original lease.

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

## INSTRUCTION FOR PREPARATION OF FORM

1. The form is necessary with a new contract or when there has been a change in the legal ownership of the property.
2. The form should be submitted to (new) property owner along with the Lease Agreement or the Notice of Change of Lessor form.
3. The form must be completed by the (new) property owner with the appropriate signature.