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| OMES logo |  | Real Estate and Leasing ServicesNotice of Change of Lessor Instructions |

Real Estate and Leasing Services

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

PURPOSE OF FORM

The sole purpose of this form is to ensure the State of Oklahoma fulfills all payment to the proper person and under the proper circumstances. Reference rules: OAC 260:95-1-7(b)(25)

INSTRUCTIONS FOR USE OF FORM

1. When notified of a change or prospective change in the legal ownership of the property, the agency (lessee) must secure signatures on the form prior to submission to OMES REALS for approval.
2. Payment to the new lessor will not be approved until the director of REALS accepts and signs this notice.
3. REALS will send notification of the acceptance of the Notice of Change of Lessor and the signed purchase order(s) to the agency (lessee) for distribution to the old and new lessor.
4. All payments to the new lessor will start with the payment period beginning after the effective date of this Notice of Change of Lessor as shown in Item 4 on the form. (If this requirement causes payment to be made to one lessor when the other is entitled to all or part of such payment, the necessary apportionment shall be worked out between the old and new lessor. The State of Oklahoma will not be responsible for the apportionment.)
5. A person asserting a right as a lessor to the state by virtue of a transfer of interest from the stated lessor may not file this form or be entitled to receive any payment from the state under the lease agreement referred to herein, where that person has, or claims to have, no responsibility to fulfill the lessor’s duties under the subject lease.
6. For purposes of the Notice of Change of Lessor, the new lessor need not obtain the signature of the old lessor, where:
	1. The right to act as lessor is transferred pursuant to a court order. (In such a case, a copy of the court order must be attached to this form.)
	2. The right to act as lessor is transferred pursuant to a proper exercise of a right to foreclosure of a vendor’s lien retained in a deed of trust or pursuant to a proper exercise of any similar right of foreclosure duly authorized and documented. (In such a case, the right to receive payments under the lease is affected by the terms of the legal document giving rise to foreclosure and a copy of those legal documents must be attached to this form.)

 INSTRUCTIONS FOR PREPARATION OF FORM

**Number of copies**: One electronically generated Adobe copy of the Notice of Change of Lessor should be submitted to the old and new lessor for electronic signature or two original hard copies should be signed by the old and new lessor.

**AGENCY:** Enter the name of agency as it appears on the lease.

**CAM PO#:** Enter the purchase order number for the purchase order currently in effect.

**DATE:** Enter the date the form is prepared by the agency.

**LESSOR:** Enter the name of the old lessor as it appears on the current lease.

**ADDRESS OF LEASE:** Enter the street address, suite number and city location of the building the agency is leasing as it appears on the current lease.

**NAME OF NEW LESSOR:** Enter the legal name of new lessor.

**DATE OF TRANSFER OF INTEREST:** Enter the date on which the ownership of the property was transferred to the new lessor.

**IF THE TRANSFER HAS BEEN FILED, PROVIDE THE FOLLOWING, if available**:

 Date filed County of record

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**SIGNATURES REQUIRED:** For exceptions, refer to Section 6 in Instructions for use of form.

**ORIGINAL LESSOR:** Enter name of the lessor as it is shown on the lease currently in effect. The signature of the lessor, lessor’s title, and date are required.

**NEW LESSOR:** Enter the new lessor’s legal name exactly as entered in Section 1 of the form. The new lessor’s address, phone number, Social Security or federal identification number, and signature must be included.

**APPROVAL:** REALS will enter the date the form is authorized. Payment to the new lessor will not be effective until OMES approves this form.

**LAST PAYMENT:** LESSEE (user agency): Provide the last payment period rent was paid to the original LESSOR. (For example: If rent was paid to the old lessor through October, and the first payment to the new lessor would be November, enter October.)

REQUIRED ATTACHMENTS

Certificate of Non-Collusion and Ownership (CAM/Leasing – Form 289-E) signed by the new lessor.

Certificate of liability insurance from new lessor. The certificate holder must be the State of Oklahoma, Office of Management and Enterprise Services Real Estate and Leasing Services, 2401 N. Lincoln Blvd., Ste. 126, Oklahoma City, OK 73105.

New purchase order.