



**State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Real Estate and Leasing Services**

Lease Agreement Checklist

PURPOSE OF FORM: The standard State of Oklahoma Lease Agreement is the official document required to initiate all initial leasing transactions for real property. This checklist is provided as a tool to assist agencies in completing the Lease Agreement and compiling the appropriate supporting documents that form the lease contract for submission to State Leasing.

Submit Lease Agreement and supporting documents to: State Leasing, PO Box 53448, Oklahoma City, OK 73152.

1. LEASE AGREEMENT (DCAM-FORM-SL-289A):

- ☐ The Legal owner of the property must be listed as the LESSOR. (Brokers must not be listed.)
- ☐ "LESSEE" must be the agency name, not a division or individual of the agency.
- ☐ Square footage on the lease must be the same as the figure verified on the floor plan.
- ☐ "Term" (Section 2): Cannot exceed one calendar year. Check dates for accuracy.
- ☐ Utilities and Services (Section 4): The LESSOR MUST initial every service that WILL NOT BE PROVIDED.
- ☐ Special Terms and Conditions (Section 14): Any extra attachments should be listed in here.
- ☐ "LESSOR INFORMATION": Include all applicable information. If the owner has legally delegated signature authority to an agent, BOTH sections must be completed accordingly. In such cases, written documentation from the LESSOR verifying the agent's authority must be attached to the Lease.
- ☐ "Rent" (Section 3): The total rent must equal the MONTHLY rate multiplied by the number of months in Section 2.

2. LEASE DOCUMENTS REQUIRED:

- ☐ Four (4) copies of the Lease Agreement with original signatures by the LESSOR and the agency director.
- ☐ Non-Collusion Certification - signed by the LESSOR.
- ☐ Attachment A - 1/8"=1' or dimensional floor plan of the leased space, SIGNED and DATED by the LESSOR.
- ☐ Attachment B - Written report issued by the State or City Fire Marshal documenting inspection of the facility prior to initial occupancy, acquisition of additional space, or renovation of existing space, and/or approval of building plans for new construction, in accordance with Section 7 of the Lease Agreement.
- ☐ Attachment C - A current Certificate of Insurance. The Certificate Holder should be: Oklahoma Office of Management and Enterprise Services, Division of Capital Assets Management, PO Box 53448, Oklahoma City, OK 73152, Attn: Administrator of State Leasing. (NOTE: A copy of the policy CANNOT be substituted.)
- ☐ Attachment D - An Asbestos Inspection Report from the State Labor Department is required if lease is for initial occupancy of space. If the building has asbestos, an O&M plan, approved by the Department of Labor, must also be attached.
- ☐ Attachment E - Certified documentation of LESSOR'S payment of Ad Valorem Taxes from the County Treasurer for previous year.
- ☐ Legal description of the property as an "Attachment" if not included within the Lease itself.
- ☐ Letter from agency director to the Administrator of DCAM requesting exception to rental ceiling if the cost per net usable square foot exceeds \$10.00 / NUSF, full service, including janitorial and all utilities.
- ☐ PeopleSoft Purchase Order.
- ☐ Additional attachments, if applicable, for specific requirements stated in Section 14 of the Lease Agreement.

3. PEOPLESOFT PURCHASE ORDER:

- ☐ The origin code must be LSG.
- ☐ Line Comments must EXACTLY match the lease information, to include: Space Address; Contract Term; # of Sq. Ft.; and Rate/Sq. Ft.
- ☐ Each Line must reference the contract term or the line details for that amount.
- ☐ Number in "Quantity" column must equal the number of months in the "Contract Period."
- ☐ Budget must be valid, and approval must be in "pending status".

State Leasing Use Only:

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|---|------------------------------------|-------------------------------|
| <input type="checkbox"/> Log In | <input type="checkbox"/> Log Out | <input type="checkbox"/> Scan |
| <input type="checkbox"/> Pull Space File/Space Request File | <input type="checkbox"/> Data Base | |