



Rental Agreement Transmittal

Date		Effective Date		Agreement Number	
From		Parcel Number		I.C. Number	
		CS Number	FA Number		RW Number
To Headquarters Real Estate Services ATTN: Property Management Program Manager Region recommends favorable action on the attached original agreement executed by Tenant.		Project Title			
		Sheet _____ of _____		Federal Funds Used <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Lessee				Phone Number	
Mailing Address					
Property Address					
Property Being Rented Lies <input type="checkbox"/> Inside R/W - Construction Completed <input type="checkbox"/> Inside R/W - Construction Not Completed <input type="checkbox"/> Straddles R/W <input type="checkbox"/> Outside R/W					
Area (Sq. Ft. or Acre)		Proposed Use			
Rental Rate (Entered in Computer)	<input type="checkbox"/> Plus Leashold Excise Tax (Code 7) (Computer Entry)		Rental Term	Location Code	Levy Code
Explanation of Rental Rate and Comments					
<input type="checkbox"/> Rental Agreement Screen-Computer Entries Made Date _____ By (Initials) _____					
To Be Completed By Headquarters Real Estate Services (RES)					
Property Being Rented Lies <input type="checkbox"/> Inside R/W - Construction Completed <input type="checkbox"/> Inside R/W - Construction Not Completed <input type="checkbox"/> Straddles R/W <input type="checkbox"/> Outside R/W					
Rental Agreement Reviewed By _____ <input type="checkbox"/> Rental Accounts Manager <input type="checkbox"/> Property Management Specialist Date _____					
Agreement Approved By _____ <input type="checkbox"/> Lease Manager <input type="checkbox"/> Property Management Program Manager Date _____					
To Be Completed By Headquarters Accounting (Copy to be Returned to RES)					
Federal Funds Were Used in the Purchase <input type="checkbox"/> Yes <input type="checkbox"/> No		Program of Expenditures		Finance Code	Revenue Source Code
Participating Percentage		Amount of Rent Received Prior to Current Month		Federal Share	
Credit Given On GR _____ Date _____		Additional Adjustments		Initial	