

## LEASE RENEWAL BASE SERVICES TASK LIST

The following task list includes the typical set of Leasing and Design services to be provided by GA Real Estate Services (RES) on a Lease Renewal project and are covered by the Facilities and Services Allocation that agencies pay quarterly. This includes routine management, AAG and support services. Additional services may be requested or required on a negotiated basis or pursuant to the RES Fee Schedule (e.g., remodel/alteration or expansion/reduction of space). Major Travel Milestones are noted\*, but other travel may be required on a case by case basis.

*Updated 3/27/09*

### A) Preparation

- 1 Space Request received and processed (if necessary, ensure OFM has approved - OFM review required if requesting over 5 year term, rent anticipated to be more than 15% higher than previous lease, rent is over \$1 million/year, or agency requesting any amortization of TI's; OFM to provide e-mail acknowledgement to GA RES and agency)
- 2 Internal review by Project Review Team
- 3 Specific project file opened, team assigned
- 4 Team review of existing lease and file history
- 5 Initial project team/client communication and development of plan of action

### B) Site Inspection

- 1 Schedule & conduct inspection with agency to identify Deferred Maintenance items or other work/upgrades  
\* *Travel Milestone*
- 2 ADA assessment & CTR/Parking assessment if necessary
- 3 Energy assessment using surveys submitted by agency and/or Lessor
- 4 Verify BOMA measurement, if necessary
- 5 Finalize list of Deferred Maintenance items required for renewal
- 6 Draft renewal letter of requested terms & conditions including Deferred Maintenance items
- 7 Send renewal letter to agency for approval & follow up
- 8 Send approved renewal letter to Lessor with accompanying forms/attachments

### C) Negotiations

- 1 Negotiate with lessor
- 2 Discuss negotiations with agency
- 3 Finalize terms and conditions of lease renewal
- 4 Legal review by RES AAG of proposed terms and conditions if necessary

### D) Lease Processing and Execution

- 1 If proposed lease term is more than 5 years, obtain necessary approvals from GA Deputy Director (6-10 years), OFM Director (11-20 years) or Legislature (over 20 years)
- 2 Obtain OFM approval if lease term is over 5 years, rent is more than 15% higher than previous lease, rent is over \$1 million/year, or agency is requesting any amortization of TI's; OFM to provide e-mail acknowledgement to GA RES
- 3 Finalize Draft Lease and Exhibits
- 4 Legal review by RES AAG if necessary & make any revisions
- 5 Send and obtain agency approval of final draft lease
- 6 Send Lease and Exhibits to Lessor for signature
- 7 Lease executed by Lessor
- 8 Lease signed by RES Leasing Agent as recommended for approval
- 9 Lease executed by RES AAG and GA Leasing Manager
- 10 Record, log, distribute & file fully executed Lease
- 11 Enter into LIS as "pending"

### E) Follow up Inspection

- 1 Site inspection to verify Deferred Items completed  
\* *Travel Milestone*
- 2 Follow up with Lessor if needed

### F) Final Closing

- 1 Leasing and Design sections close out project file
- 2 Amend LIS to "active" upon lease commencement date and delete previous lease