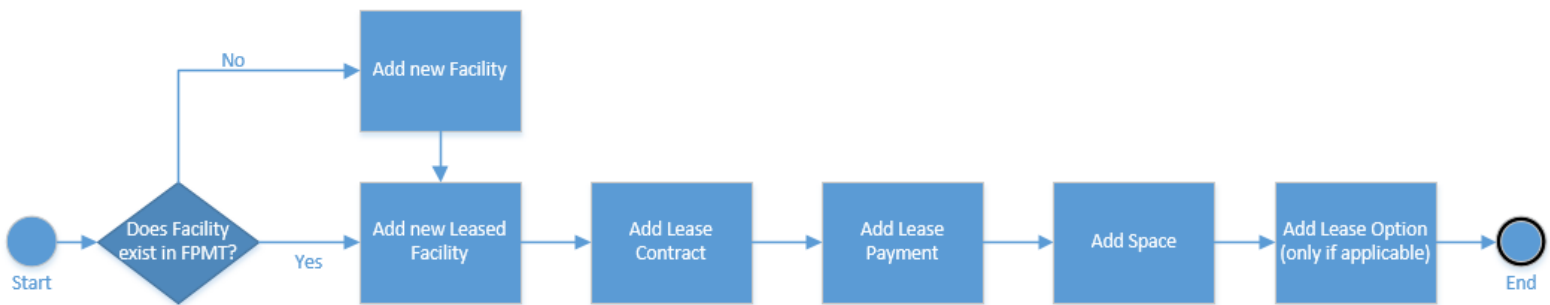


**Add a New Leased Facility – Overview**

This job aid contains step-by-step instructions for adding a new leased facility. Please refer to the flowchart below for a high-level overview of all steps. To view a larger version, [click on the graphic](#).

- ✓ Leased facilities are added to FPMT from the Facility tile. If the facility does not exist in the system inventory, you will first need to add a new facility.
- ✓ A new leased facility should be added to the system after the lease contract has been executed.
- ✓ If the lease has been negotiated and executed, but the building is not yet occupied, the lease may be entered with the lease status Pending. Once the lease begins, you must update the lease status from pending to Active.
- ✓ **To complete this task, you will need a copy of the lease contract and a floor plan with the total square footage.**



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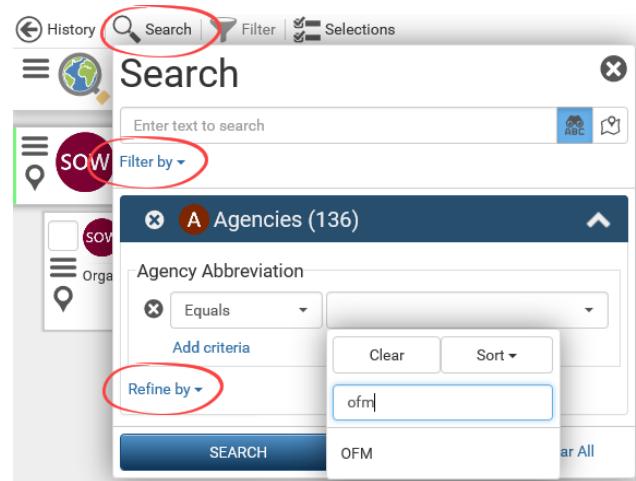
### Add a New Leased Facility

**Note:** Leased facilities are added from the Facility tile. If the facility does not exist in the system, you must add a new facility first.



- Always search for the facility before adding a new one.
- For instructions on how to search for and add a facility, click [here](#)

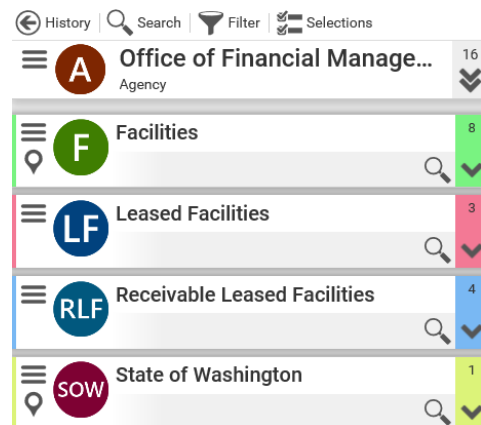
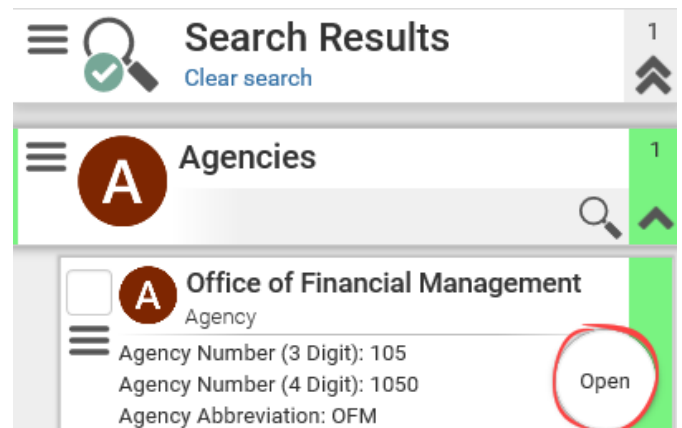
**1. Navigate** to the Facility tile

- You can locate the Facility tile through the Agency tile list.





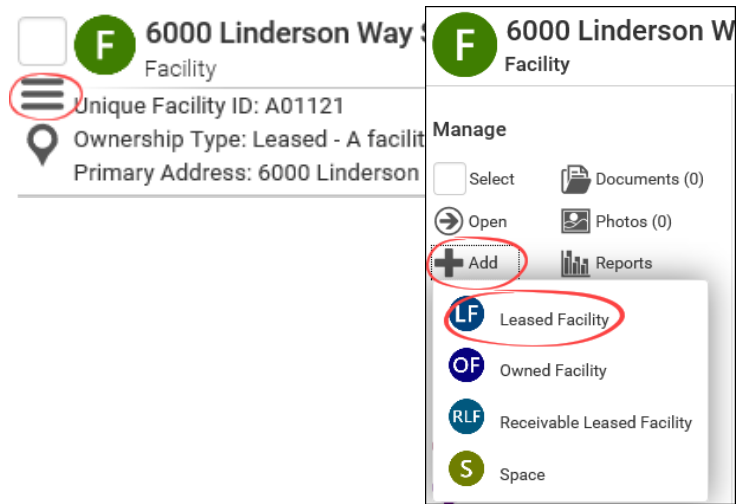
**To navigate to your agency:**

- A.** Click the  Search button on the data explorer menu
- B.** Click **Filter by** and choose **Agencies** from the dropdown menu
- C.** Click **Refine by** and choose **Agency Abbreviation** from the dropdown menu
- D.** Choose your agency from the list. You can filter the list by typing the abbreviation in the text box
- E.** Click the  button
- F.** Click Open
- G.** Expand the Facilities tile group to see all of your agency's facilities.

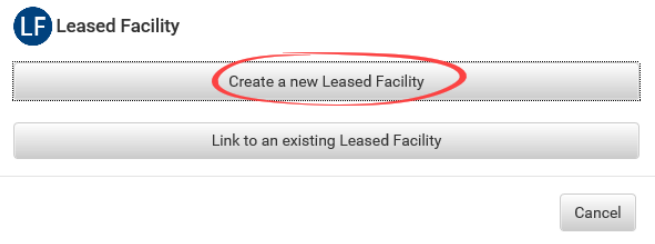


Click the arrow to expand the Facilities tile group

2. Click the  menu button on the Facility tile.
3. Click .
4. Select Leased Facility
5. Select Create a new Leased Facility




What would you like to do?



**6. Enter agency data – red fields are required**

Field-specific guidance:

→ Additional guidance is available by clicking on the information icon  next to the field name.

**Name:** Use the agency SAAM acronym and then the agency common name.

Example: ES-Yakima Worksource



**Lease Number:** Use the assigned number on the lease contract.

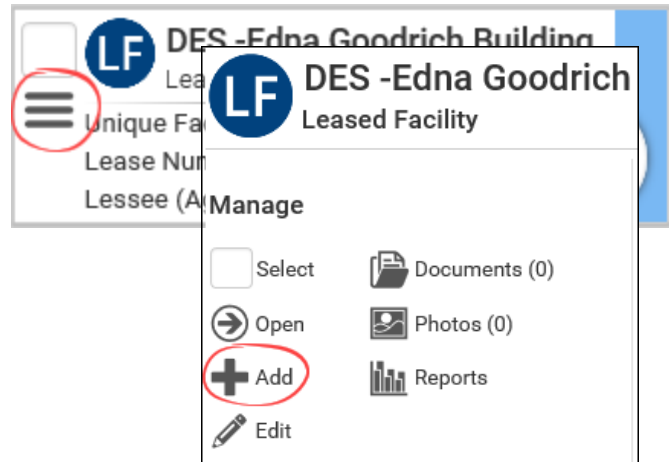
Example: SRL 11-0158

**7. Click SAVE AND CLOSE**

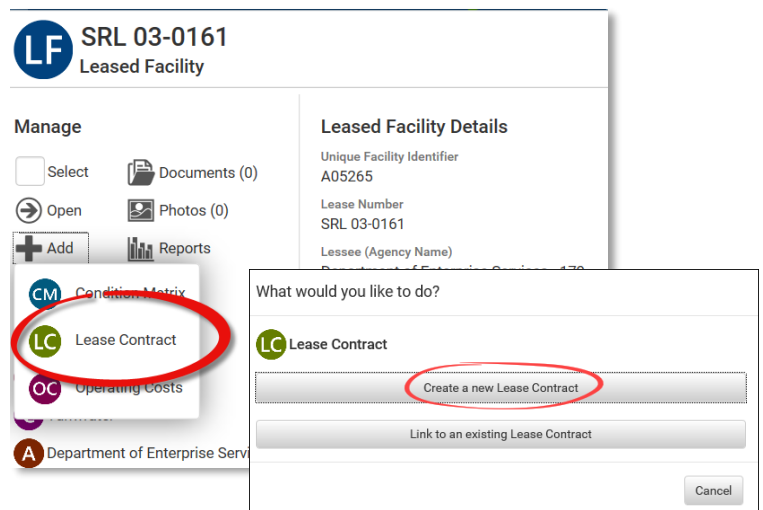


**Add a Lease Contract to the Leased Facility**

1. Stay on the new Leased Facility tile
2. Click the  menu button
3. Click  Add



4. Select Lease Contract
5. Select Create a new Lease Contract



**6. Enter agency data – red fields are required**

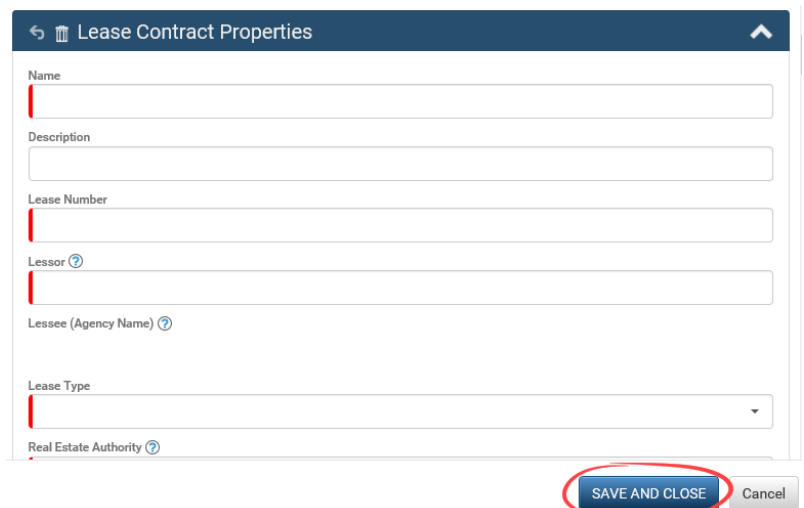
Field-specific guidance:

**Name:** Use the lease number

Example: SRL 03-0161

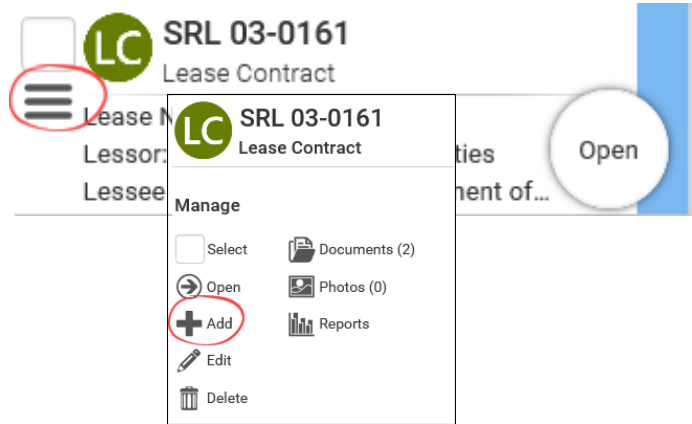
**Lease Contract Status:** If the lease has been executed but has not started yet, select the lease status pending

**7. Click SAVE AND CLOSE**

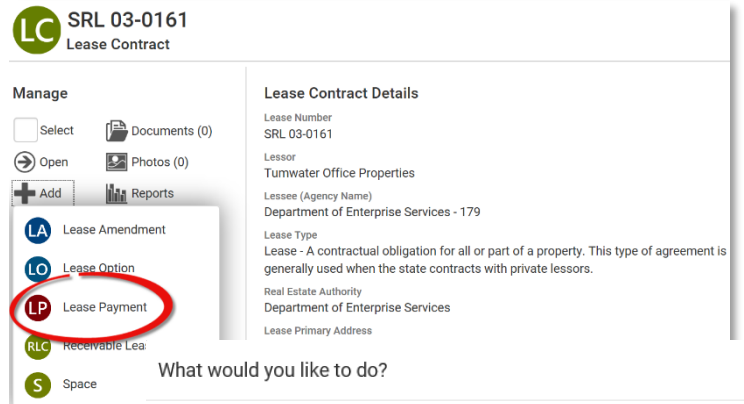


**Add a Lease Payment to the Lease Contract**

1. Stay on the new Lease Contract tile
2. Click the menu button
3. Click Add



4. Select Lease Payment
5. Select Create a new Lease Payment



6. Enter data - red fields are required

Field-specific guidance:

**Name:** Use the payment type and payment series number

Example: Base Rent - 1

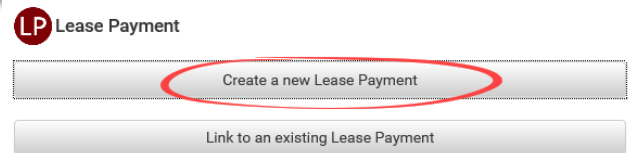
**Payment Type:** Dropdown menu – Base Rent, Amortized TI or Other

**Payment Series Number:** Payments should be numbered sequentially



Example: 1, 2, 3

7. Click SAVE AND CLOSE

**Note:** Repeat this process if there is more than one lease payment. All payments can have an Active status, as reports pull data based on the date the report is run.



### Add a Space to the Lease Contract

1. Stay on the new Lease Contract tile
2. Click the  menu button
3. Click  Add
4. Select Space
5. Select Create a new Space

### 6. Enter date – red fields are required

Field-specific guidance:

**Name:** The name can be any short name that helps users identify the space within a facility.

Example: Lab Space

**Unique Facility ID:** You must enter the UFI. If you need to locate the number, it is visible on the Leased Facility tile.

**Space ID:** A unique number to identify the space

Example: 0001

**Note on square footage:** The sum of all Space square feet cannot exceed the total Lease Contract square feet.

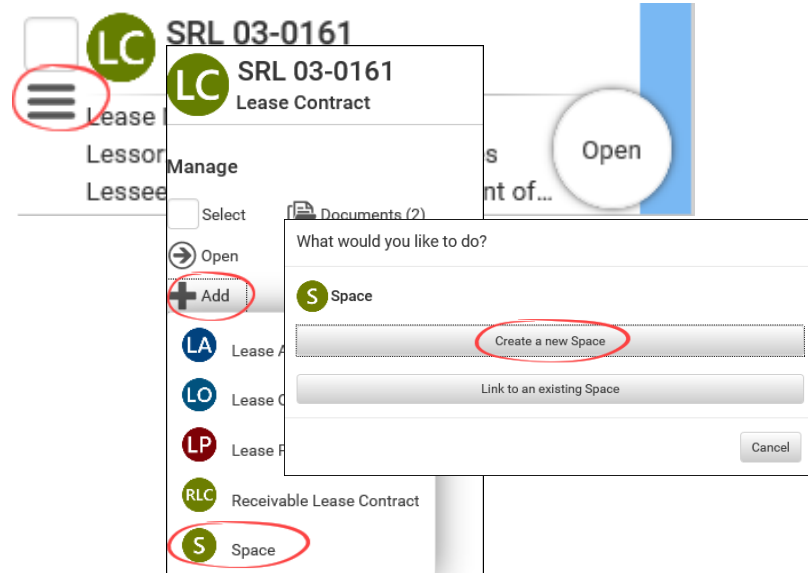
**Square Feet Measurement Type:** Dropdown menu

→ Refer to the [Facility Square Footage Measurement Guidelines](#) for more information.



**Primary Space Type:** Dropdown menu

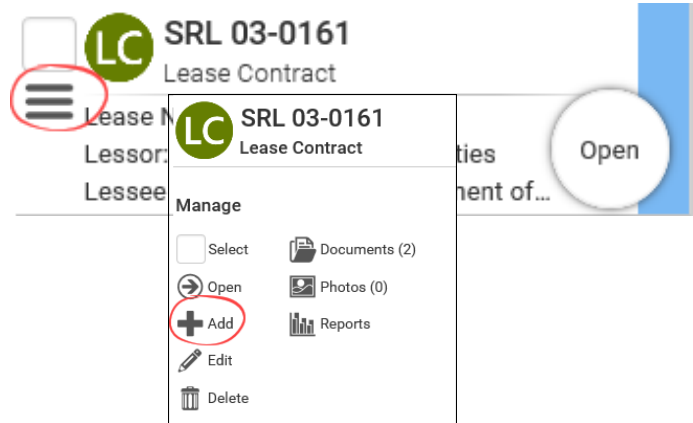
→ Refer to the [Property Class & Space Type Categories](#) job aid for more information.

### 7. Click SAVE AND CLOSE

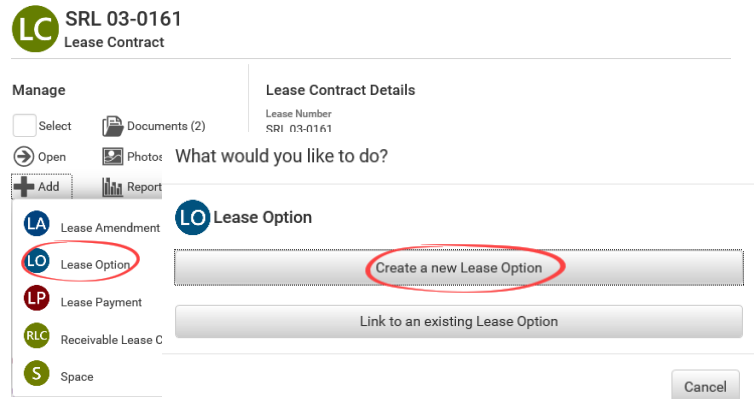


**Add a Lease Option (if applicable)**

1. Stay on the new Lease Contract tile
2. Click the  menu button
3. Click  Add



4. Select Lease Option
5. Select Create a new Lease Option



6. Enter data – red fields are required

Field-specific guidance:

**Name:** Use the option type and option number

Example: Cancel – 1

**Option Number:** Options should be numbered in the order they appear in the lease contract

Example: 1, 2, 3

**Option Type:** Dropdown menu – Purchase, Expand, Cancel, Reduce or Renew

**Option Description:** The description should provide a brief summary of the clause in the lease.

Example: Cancellation of the lease is possible with 90 days' notice after year 3

7. Click SAVE AND CLOSE

