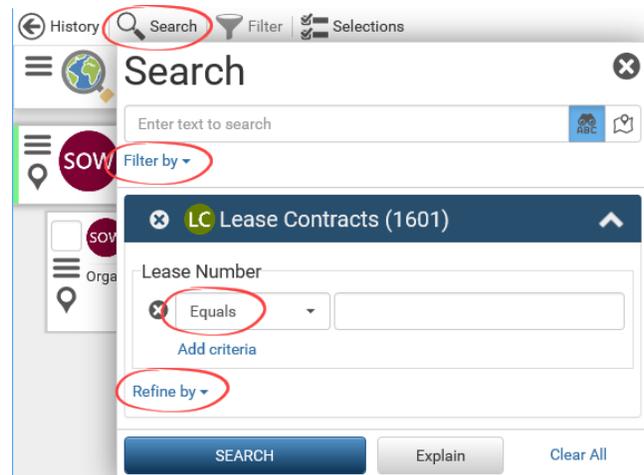## Holdover Status

There are times when an agency plans to continue leasing space, but the lease contract expires before a renewal can be negotiated. This is called holdover status.

✓ Holdover status is reflected in FPMT by updating the end dates in the lease contract and lease payment tables to 9/9/9999 and adding a comment in the lease contract table about holdover status.

✓ For receivable lease contracts, the process is the same. Update the end dates in the receivable lease contract and receivable lease payment tables to 9/9/9999 and add a comment in the receivable lease contract table about holdover status.

✓ For assistance with FPMT, please contact the OFM Help Desk at HeretoHelp@ofm.wa.gov or (360) 407-9100.

✓ For questions about holdover status, please contact your Facilities Analyst or send an email to ofmfacilitiesoversig@ofm.wa.gov.

Lease Contract in Holdover

1. **Navigate** to the Lease Contract tile

   A. Click the 🔍 Search button on the data explorer toolbar

   B. Click Filter by ▾ and choose **Lease Contracts** from the dropdown menu

   C. Click Refine by ▾ and choose **Lease Contract Number** from the dropdown menu

   D. **Enter** the lease contract number

   ➔ If you need to locate a lease number, run the Lease Contract Inventory report from the agency tile.

   E. **Click** the SEARCH button

   F. **Click** Open

2. **Click** the ☰ menu button on the Lease Contract tile

3. **Click** ✏ Edit
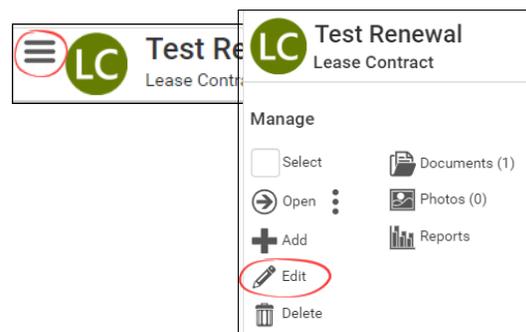
4. **Check** the Advanced Mode box in the upper right hand corner of the screen

5. **Update** the Lease End Date to 9/9/9999

6. **Add** a comment about holdover status

✔ Advanced Mode

Lease Executed Date ?
1/1/2015

Lease Start Date
2/1/2015

Lease End Date
9/9/9999

Parking Included in Lease
Yes

Parking Stall Count ?

Assessment
Lessor Paid - Lessor pays for the service directly

Comment

7. **Expand** the Lease Payments tile group

8. **Click** the Edit button on the Lease Payment tile

9. **Update** the Payment End Date to 9/9/9999

10. **Click** SAVE AND CLOSE

≡ LP **Lease Payments**   1

LP **Base Rent - 1**
Lease Payment
Lease Number: Test Rene...
Payment Series Number: 1   Edit
Payment Frequency: Mont...

Payment Type
Base Rent

Payment Amount
$1,000.00

Payment Start Date
2/1/2015

Payment End Date
9/9/9999

Lease Payment Status
Active

Active Date ?

Receivable Lease Contract in Holdover

1. **Navigate** to the Receivable Lease Contract tile

   A. Click the 🔍 Search button on the data explorer toolbar

   B. **Click** Filter by ▾ and choose **Receivable Lease Contracts** from the dropdown menu
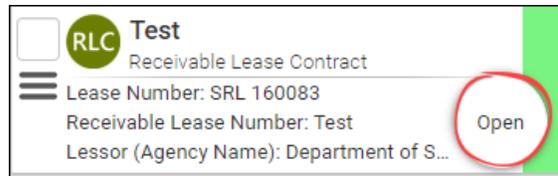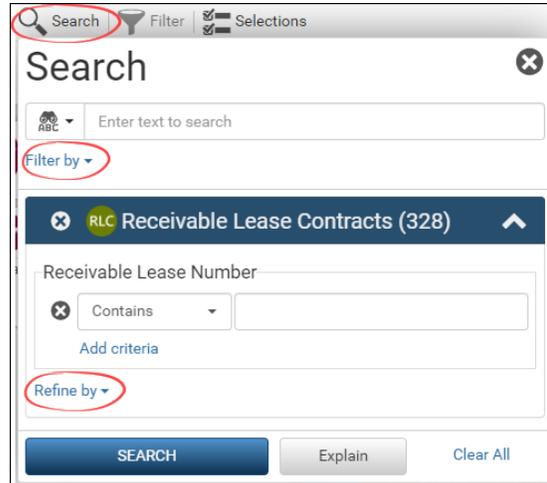
   C. **Click** Refine by ▾ and choose **Receivable Lease Number** from the dropdown menu

   D. **Enter** the receivable lease number

   ➔If you need to locate a receivable lease number, run the Receivable Lease Contract Inventory report from the agency tile.
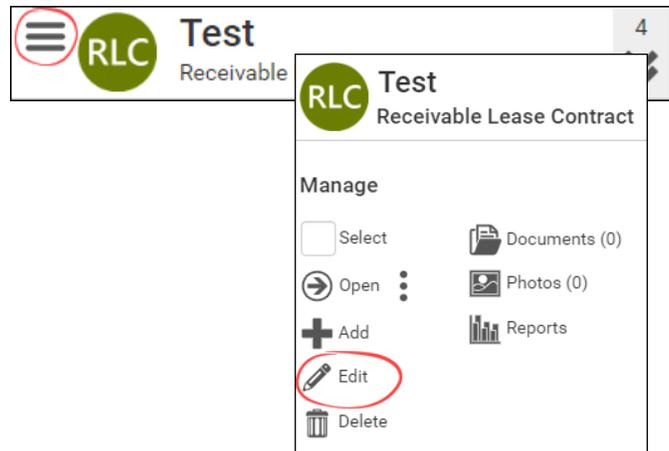
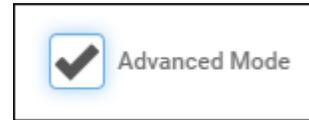   E. **Click** the SEARCH button

   F. **Click** Open

2. **Click** the ☰ menu button on the Receivable Lease Contract tile

3. **Click** 🖉 Edit

4. **Check** the Advanced Mode box in the upper right hand corner of the screen

5. **Update** the Receivable Lease End Date to 9/9/9999

6. **Add** a comment about holdover status

Advanced Mode

Receivable Lease Executed Date ⑦
2/27/2015

Receivable Lease Start Date ⑦
3/2/2015

Receivable Lease End Date ⑦
9/9/9999

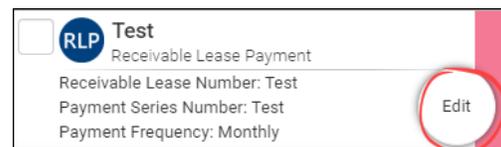Parking Included in Lease
Yes

Parking Stall Count ⑦

Comment

7. **Expand** the Receivable Lease Payments tile group

8. **Click** the Edit button on the Receivable Lease Payment tile

9. **Update** the Payment End Date to 9/9/9999

10. **Click** SAVE AND CLOSE

RLP **Receivable Lease Payments** 1

RLP **Test**
Receivable Lease Payment
Receivable Lease Number: Test
Payment Series Number: Test
Payment Frequency: Monthly
Edit

Payment Start Date
3/2/2015

Payment End Date
9/9/9999

Receivable Lease Payment Status
Active