



## Lease Amendments - Overview





A lease amendment documents specific changes to an existing lease. Common amendment types include: lease extension, change in square footage, change in rental rate and adding or deleting lease options.

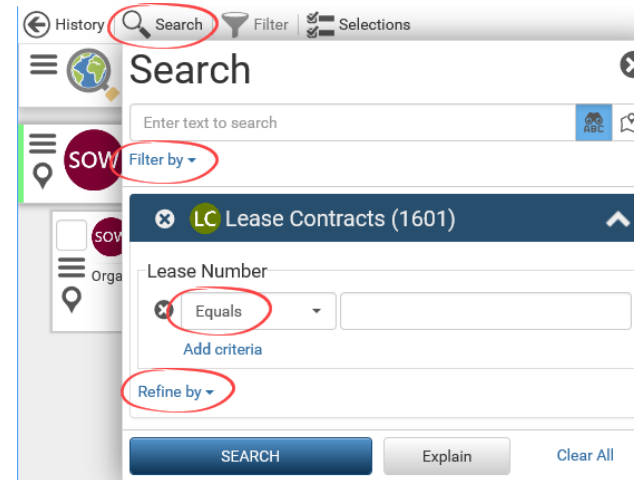
- ✓ A lease amendment is added from the Lease Contract table.
- ✓ Depending on what type of change is being made, you may need to update additional tables to reflect the new lease terms.
- ✓ Please refer to the table on page 4 for an overview of action steps to take for each type of lease amendment.

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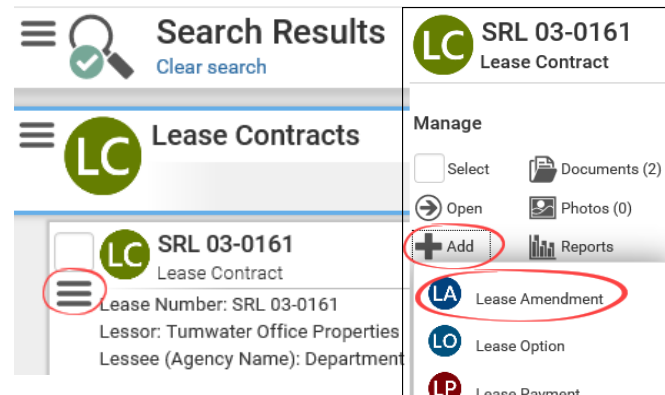
### Navigate to the Lease Contract tile

1. Search for the Lease Contract tile
  - A. Click the  Search button on the data explorer menu
  - B. Click  and choose **Lease Contracts** from the dropdown menu
  - C. Click  and choose **Lease Number** from the dropdown menu
  - D. Enter the lease number
  - E. Click the  button

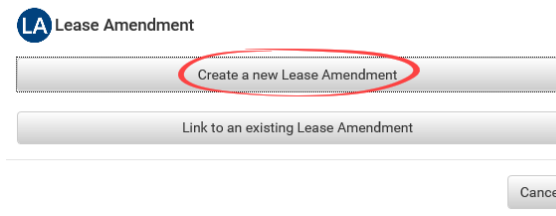


### Add a New Lease Amendment

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



What would you like to do?



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

Field-specific guidance:

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

Example: Lease Extension-1

**Amendment Number:** Amendments should be number sequentially in the order they were executed.

Example: 1, 2, 3

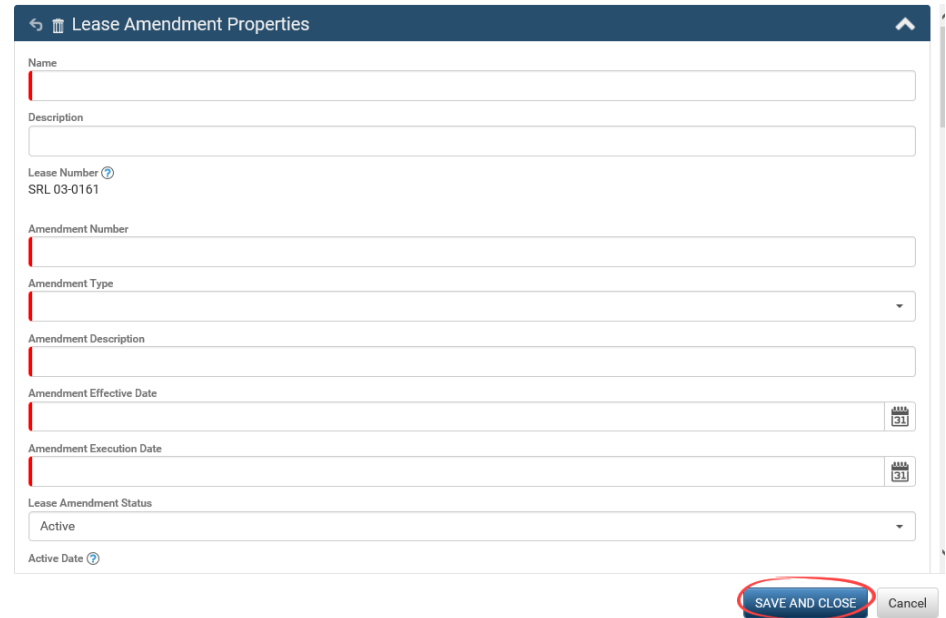
**Amendment Type:** Dropdown menu

**Amendment Description:** The description should provide a brief summary of what has changed in the lease.

Example: The ownership of the facility Changed from Peninsula LLC to Joe and A Associates LLC.

**7. Click SAVE AND CLOSE**

**8. Refer** to table on page 4 for additional updates that may be required.



Lease Amendment Properties

Name

Description

Lease Number ⓘ  
SRL 03-0161

Amendment Number

Amendment Type

Amendment Description

Amendment Effective Date

Amendment Execution Date

Lease Amendment Status  
Active

Active Date ⓘ

SAVE AND CLOSE Cancel



**Table Updates Required by Amendment Type**

Amendment Type	Lease Tables	Data Fields/Action
Lease Extension	Lease Contract	Lease End Date - Update
	Lease Payment	Payment End Date - Update
Square Feet And Rent Change	Lease Contract	Lease Square Feet - Update
	Space(s)	Square Feet - Update
	Lease Payment (existing)	Lease Payment Status - set to Inactive
	Lease Payment (new)	Add new lease payment
Square Feet Change	Lease Contract	Lease Square Feet - Update
	Space(s)	Square Feet - Update
Rent Rate Change	Lease Payment (existing)	Lease Payment Status - set to Inactive
	Lease Payment (new)	Add new lease payment
Add Option(S)	Lease Option (new)	Add new lease option
Delete Option(S)	Lease Option (existing)	Lease Option Status - set to Inactive
Amend Legal Description	None	None
Revise Parking	Lease Contract	Parking Included in Lease - update if applicable Parking Stall Count - update if applicable
Ownership Change	Lease Contract	Lease Contract - update Lessor name