

This job aid provides information about the general process for lease amendments, renewals, and new contracts.

	Description	How to Update FPMT	When to Enter
Amendment	Amendment to an existing lease contract and it should reference the existing contract number.	Refer to the FPMT Lease/Receivable Lease Amendment job aid for instructions on which tables and fields to update. Updates to the lease/receivable contract table must be made via the Lease Review or Receivable Review wizards.	When amendment is signed by all parties.
Renewal	A new contract has been signed for a facility that your agency is already leasing.	Use the Lease Renewal Wizard or Receivable Lease Renewal Wizard , as applicable. There is a specific job aid for Master Lease Renewals . Receivable leases must be renewed at the same time as a master lease. Otherwise, they will be automatically deactivated.	Within 30 days of the new lease start date.
New Lease Contract	A new contract for a facility that the agency has not leased previously.	Use the Create Leased Facility Wizard or Create Receivable Lease Wizard , as applicable.	No earlier than 30 days before, and no later than 30 days after, the lease contract start date