OKLAHOMA Office of Management & Enterprise Services

Real Estate and Leasing Services
LEASE DRAFT CHECKLIST
Capital Assets Management

Lessor and Lessee information

- ☐ Lessee name is correct and matches in beginning of lease and signature line.
- ☐ Lessor name is correct and matches in beginning of lease, signature line and lessor information on Contract Non-Collusion Certification.

Section 1: Premises

- ☐ Complete and includes legal description in or as an attachment. Include building name if known.
- ☐ Square feet and general purpose are entered.

Section 2: Term

- ☐ Verify the number of months in the lease is correct.
- ☐ Verify the ending year is correct and not a leap year.

Section 3: Rent

- ☐ Calculate monthly rent: Cost per square foot x approved square feet/12. (Clear the calculator.)
- ☐ Calculate annual rent: Monthly rent x 12 (unless there is a prorated month or less than 12 months in the contract period).
- ☐ Any rental escalations included in Option to Renew (Section 13).

Section 4: Utilities and Services

- ☐ Use small "x" to indicate blanks that lessor should initial for services that will not be provided.
- ☐ If janitorial is less than five days, indicate number of days in the blank.

Section 9: Lessor's Liability Insurance

- ☐ Lessee contact and address information are completed.

Section 13: Option to Renew

- ☐ Option to renew is indicated. Escalations added if needed.

Section 14: Special Terms and Conditions

- ☐ Improvements (see Special Terms Checklist).
- ☐ Other special terms:
  - ☐ Hours of operation.
  - ☐ Communication equipment.
  - ☐ Access/hours of access.
  - ☐ Tenant improvement allowance.
  - ☐ Parking.

Signature information

- ☐ Signature information (name and title) for authorized signers.

Contract Non-Collusion Certification

- ☐ Certificate of non-collusion and lessor information are complete.
- ☐ Lessor entered as supplier in PeopleSoft or link sent for supplier registration.

Attachments

- ☐ Attachments requested from agency/lessor.
- ☐ Signed and dated floor plan received.
  - ☐ Floor plan is dimensioned or scaled.
  - ☐ NUSF verified.
  - ☐ Build-out shown on floor plan.
- ☐ Electrical plan, if needed.
- ☐ Site plan, if needed.
- ☐ Certificate of Liability Insurance.