



# Rental Agreement Transmittal

Date	Commencement Date	Agreement Number	
From	Parcel Number	I.C. Number	
	CS Number	FA Number	RW Number
<b>To</b> <b>Headquarters</b> <b>Real Estate Services</b> <b>ATTN: Property Management Program Manager</b> Region recommends favorable action on the attached original agreement executed by Tenant.	Project Title	Federal Funds Used	
	Sheet _____ of _____	Yes No Unknown	
Tenant		Phone Number	
Mailing Address			
Property Address		Latitude/Longitude	
Property Being Rented Lies			
Inside R/W - Construction Completed		Inside R/W - Construction Not Completed	
		Straddles R/W	
		Outside R/W	
Area (Sq. Ft. or Acre)	Use of Premises		
Rental Rate	Plus Leasehold Excise Tax (Code 7)	Rental Term	Location Code
			Tax Code Area
Explanation of Rental Rate and Comments			
Region IRIS Entries Made By: _____ Date _____			
CPI Update List		GASB 87 Reporting	
Add	No Adjustments	Reportable	Not Reportable
		GASB 94 Reporting	
		Reportable	Not Reportable
Rental Agreement Reviewed By _____			
		Regional RES Manager / PM Supervisor	Date
Agreement Approved By _____			
		Property Management Program Manager / HQ PAS	Date
IRIS Entries Completed By _____			
		HQ Fiscal Analyst	Date