

GENERAL LEASE INFORMATION

Note: No Batch Header needed. Forms LAS-1, 2, 3 must be stapled together.

ACTION CODE: A = ADD R = RENEW C = CHANGE (Correction) _____

AGENCY NUMBER: (3 Numeric Characters) _____

AGENCY NAME: (Up to 21 Characters) _____

INPUT FISCAL YEAR: (Current Fiscal Year End - June 30th (YYYY) 0 6 - _____

CIRCLE: LESSEE or LESSOR CIRCLE: LEASE or SUBLEASE

PAYMENT IS CHARGED / CREDITED (Circle) TO CARS FUND: AND PROGRAM:

LAS FUND DESCRIPTION: LAS FUND/DIVISION NUMBER: _____

LEASE NUMBER: (1 to 4 Numeric Characters) _____

LEASE DESCRIPTION: (Up to 35 Alpha/Numeric Characters) _____

BEGINNING INCEPTION/RENEWAL (1st Payment) DATE (MM-YYYY) _____ - _____

ENDING (Last Payment) DATE (MM-YYYY) _____ - _____

TIMING OF PAYMENT: (Due At) B = BEGINNING E= END (of Payment Period)

CATEGORY TYPE: (Circle Number)

- 01 - LAND 11 - LAND - TRANSFER OF OWNERSHIP
- 02 - LAND & BUILDING 12 - LAND & BUILDING - TRANSFER OF OWNERSHIP
- ^a 03 - BUILDING ^b 13 - BUILDING - TRANSFER OF OWNERSHIP
- 04 - PART OF BUILDING ^c 14 - PART OF BUILDING - TRANSFER OF OWNERSHIP
- 05 - EQUIPMENT 15 - EQUIPMENT - TRANSFER OF OWNERSHIP

^a Check if mobile/temporary building or part of multiple building complex, and use Text 'C' only, or not checked, use Category 02, or explain.

^b If Test 'A' or 'B' is YES, use Category 12 instead of 13, or explain.

^c Explain: _____

^c (a, b, c):

IF CATEGORY 02 (Land & Building) COMPLETE THE FOLLOWING:

Note: If Renewal, adjust from original to current Fair Market Value.

CURRENT FAIR MARKET VALUE OF BUILDING = _____ (BV)

CURRENT FIAR MARKET VALUE OF LAND = _____ (LV)

TOTAL FAIR MARKET VALUE = _____ (TV)

PERCENT LAND OF TOTAL (LV / TV * 100 = %) = _____ (%)

IS LAND EQUAL TO OR GREATER THAN 25% OF THE TOTAL FAIR VALUE?

Note: If YES, DOA will determine if lease is "Split", Capital or Operating lease.