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   

03 - BUILDING  13 - BUILDING - TRANSFER OF OWNERSHIP   

04 - PART OF BUILDING  14 - PART OF BUILDING - TRANSFER OF OWNERSHIP   

05 - EQUIPMENT  15 - EQUIPMENT - TRANSFER OF OWNERSHIP   

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

If Test ‘A’ or ‘B’ is YES, use Category 12 instead of 13, or explain.   

Explain:   

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 FAIR 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.