

LEASE DELETION, TERMINATION, EXTENSION REQUEST

- A DELETE IS APPROPRIATE ONLY TO REMOVE A LEASE THAT SHOULD NOT BE IN LAS
- ONLY WHEN A LEASE TERMINATES EARLY, SHOULD A TERMINATION BE REQUESTED.
- AN EXTENSION SHOULD NOT BE USED AS A RENEWAL, USE LAS-1,2,3 FOR RENEWALS.
- A LEASE WILL EXPIRE AUTOMATICALLY AT THE END OF THE PAYMENT STREAM. NO ACTION IS REQUIRED, UNLESS FINAL PAYMENT DATE CHANGES.

ACTION CODE D = DELETE T = TERMINATE E=EXTEND (See Above) _____

REASON FOR REQUEST (Required): _____

AGENCY NUMBER: (3 Numeric Characters) _____

AGENCY NAME: (Up to 21 Characters) _____

INPUT FISCAL YEAR: (Current Fiscal Year End - June 30th) (YYYY) 06 - ____ - ____

CHECK: LESSEE or LESSOR CAPITAL LEASE or OPERATING LEASE

LEASE NUMBER (1 to 4 Numeric Characters) _____ LAS DIVISION #: _____
(FUND)

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

IF EXTENSION OR EARLY TERMINATION:

ADJUSTED ENDING PAYMENT DATE: (MM-DD-YYYY) ____ - ____ - ____

PENALTY AMOUNT: (If Any) _____ or CHECK: NO PENALTY

REASON: (If Penalty) _____

PAYMENT STREAM ADJUSTMENT: (Specify Reference Line #'s To Adjust)

REF. NO.	PAYMENT AMOUNT (\$ OR Ø)	EXECUTORY COSTS (\$ OR % OR Ø)	NUMBER OF PAYMENTS (1-1,200)	MONTHS BETWEEN PAYMENTS (1,3,4,6 OR 12)
()	(a) _____	(b) _____	(c) _____	(d) _____
()	(a) _____	(b) _____	(c) _____	(d) _____
()	(a) _____	(b) _____	(c) _____	(d) _____

PREPARER'S NAME: _____ TITLE: _____

PREPARER'S PHONE NUMBER: _____ DATE APPROVED: _____

AUTHORIZED LAS SIGNATURE: _____ TITLE: _____