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) 0 6 - __ __ __

CHECK: □ LESSEE or □ LESSOR □ CAPITAL LEASE or □ OPERATING LEASE

LEASE NUMBER (1 to 4 Numeric Characters) __ __ __

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)

<table>
<thead>
<tr>
<th>REF. NO.</th>
<th>PAYMENT AMOUNT ($) OR Ø</th>
<th>EXECUTORY COSTS ($) OR % OR Ø</th>
<th>NUMBER OF PAYMENTS (1-1,200)</th>
<th>MONTHS BETWEEN PAYMENTS (1,3,4,6 OR 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) (a)</td>
<td>_________________________</td>
<td>(b) _________________________</td>
<td>(c) _____</td>
<td>(d) ______</td>
</tr>
<tr>
<td>( ) (a)</td>
<td>_________________________</td>
<td>(b) _________________________</td>
<td>(c) _____</td>
<td>(d) ______</td>
</tr>
<tr>
<td>( ) (a)</td>
<td>_________________________</td>
<td>(b) _________________________</td>
<td>(c) _____</td>
<td>(d) ______</td>
</tr>
</tbody>
</table>

PREPARER’S NAME: __________________________  TITLE: __________________________

PREPARER’S PHONE NUMBER: ______________________  DATE APPROVED: ______________________

AUTHORIZED LAS SIGNATURE: ______________________  TITLE: __________________________