

Instructions for the Transaction Approval Form 3

The Form 3 provides key information about the lease or other rental agreement (agreement) and its financial terms, confirms DCAMM approval of the agreement, and confirms the Date of Occupancy and Commencement of the term. The Comptroller's Office may require agencies to attach a copy of the completed Form 3 when encumbering rent.

At the top left-hand side of the form, check the appropriate box to identify the type of agreement. If "Other" is checked, enter the type of agreement.

Fill in the requested information starting with "User Agency Name." If you are filling this in on computer, some information will be calculated for you.

User Agency Name: The User Agency submitting the form.

Name of Office/Facility: Identify by name the office or the activity to be housed at the premises.

Address & Zip Code: The street address, city or town, and zip code of the building as stated in the agreement.

SF: The SF of the premises, as stated in the agreement. The form provides for two entries of SF for those agreements that identify two separate areas and, if applicable, space to identify the total SF. If you are completing the form on computer and provide two SF entries, the total SF will be calculated. If you are completing this form by hand and provide two SF entries, please calculate and enter the total SF.

Staff: The number of full time equivalent (FTE) staff that will occupy the premises.

SF/FTE: This number is computed by dividing the total SF by the number of full-time equivalent staff. If you are completing the form on computer the SF/FTE will be calculated. If you are completing the form by hand, please calculate and enter this information.

Reserved Parking: The number of reserved parking spaces as stated in the agreement.

1. SUMMARY OF AGREEMENT

Fill in the requested information based on the information in the agreement.

Term: Enter the projected or actual begin and end dates for the term of this agreement. Identify the number of years and months in the term. For an amendment that does not modify the term of an existing agreement, the begin date is the date the amendment is expected to commence and the end date is the end date of the existing agreement.

Landlord: Check the appropriate box to identify whether the owner of the space is a public or private entity. Enter the name and mailing address of the Landlord as stated in the agreement, the name and telephone number of the contact person, and the Landlord's vendor code number for this ownership entity. If the Landlord's vendor code number is unknown, the User Agency must initiate the process of obtaining a vendor code number for this ownership entity.

SF: Enter the total SF of the agreement. If you are completing the form on computer the total SF will be entered automatically. If you are completing the form by hand, please calculate and enter this information.

Base Rent; Rent Period, Rent: Identify the projected or actual begin date and end date for each year or rent period of the agreement. Enter rent information for this agreement only. Enter the Annual Rent and Monthly Rent for each year or partial year rent period of the agreement. Enter the Average Rate/SF and Average Annual Rent over the term of the agreement. If you are completing this form on computer, the Rate/SF will be calculated. If you are completing the form by hand, please calculate and enter this information. Attach a separate page, if necessary, to identify the rent over the entire period of the agreement.

Rental Account(s): Identify the account number(s) and type of account(s) from which the rent and other identified costs will be paid.

Costs Not Included in Base Rent: Identify or estimate the annual dollar amount in Year 1 for occupancy costs that are not included in the Base Rent. This includes costs paid to the Landlord or another party. Use the listed categories as a guide. Place the estimated Year One amounts in the Landlord column if the payments will be made to the Landlord, and in the "Other" column if the payments will be made to someone other than the Landlord (e.g., the utility company). Use "Escalation" for payment of increases in expenses (e.g., taxes or operating expenses) over a base year. Using the space provided, identify the escalation, one-time payment, or other excluded cost. If you are completing this form on computer, the TOTAL for each column will be calculated. If you are completing the form by hand, calculate and enter the TOTAL for each column.

Estimated Yr. 1 Total Occupancy Cost: Add the Annual Rent for Year 1 to the TOTAL of all Costs Not Included in Base Rent. If you are completing this form on computer, the Estimated Cost will be calculated. If you are completing the form by hand, please calculate and enter this information.

Estimated Yr. 1 Cost/SF: Divide the Estimated Year 1 Total Occupancy Cost by the SF identified above. If you are completing this form on computer, the Cost/SF will be calculated. If you are completing the form by hand, please calculate and enter this information.

2. APPROVALS; SUBMISSION OF FORM 3 TO DCAMM

User Agency: The form should be signed and dated by an authorized User Agency signatory. Below the signature, enter the signatory's title. For User Agency Contact, enter the name and telephone number of the person who may be contacted to discuss the transaction.

Submission: Submit the Form 3 with all counterparts of the signed agreement.

3. CONFIRMATION OF DATE OF OCCUPANCY

This section is completed only after the Date of Occupancy, as defined in the agreement, has occurred. This date establishes the date that the obligation to pay rent commences.

If the Date of Occupancy is established and known at the time that the Form 3 is submitted to DCAMM for approval, complete this section, confirm that the Landlord's vendor code number is entered on the form, have the Form signed by the authorized signatory, and submit the Form and all counterparts of the agreement to DCAMM for approval.

If the Date of Occupancy is not established in the agreement, DCAMM will return the Form 3 to the User Agency with the executed agreement. Retain the Form 3 until the commencement of Term (e.g., the Date of Occupancy) has occurred. When the commencement of Term has occurred, complete this section of the Form 3, confirm that the Landlord's vendor code number is entered on the Form, have it signed by the authorized signatory, and submit the form to DCAMM.

To complete this section, enter the actual Commencement Date and Expiration Date of the agreement and calculate the base rent for each fiscal year of the agreement.

DCAMM will confirm that the commencement of Term is correctly identified and the calculation of Base Rent for FY is correct. DCAMM will retain the original, completed Form 3 and return a copy to the User Agency. As noted above, the Comptroller's Office may require agencies to attach a copy of the completed Form 3 when encumbering rent.

