

GEORGIA STATE PROPERTIES COMMISSION CONTRACT RENEWAL LETTER



Agency and Division

Landlord and Address

Date: _____

Lease Number: _____

Ladies or Gentlemen:

The Rental Agreement, dated _____, by and between the _____, and _____, for use by _____ division _____, of _____ square feet of _____ space located at _____, will expire on _____, 200__.

Article IV of said rental agreement granted to Tenant the option to extend its occupancy on a year to year basis for _____ consecutive years. Pursuant to this Article, the _____, desires to exercise this option therefore, continuing its occupancy for a 12-month period beginning _____, and ending _____, under the same terms, conditions, covenants, agreements, and provisions, stipulations of said rental agreement and at the monthly rental rate of \$_____.

Approved: _____

Leasing Manager
State Properties Commission

DIVISION DIRECTOR

(or Approved Designee)

Date: _____

COMMISSIONER
(or Approved Designee)