

GEORGIA STATE PROPERTIES COMMISSION CONTRACT RENEWAL LETTER



Sublandlord and Address

Date: _____

Lease Number: _____

FY: _____

Re: _____
Agency and Division

Ladies or Gentlemen:

The Sublease Agreement ("Sublease"), dated _____, by and between the STATE PROPERTIES COMMISSION ("Sublandlord"), and _____ ("Subtenant"), for use by _____ division _____, of _____ square feet of _____ space located at _____, will expire on _____, 20____. Said Sublease was entered into pursuant to the terms of the Lease Agreement ("Master Lease") dated _____, by and between _____ ("Master Landlord") and the STATE PROPERTIES COMMISSION ("Tenant").

Article III of the Master Lease granted to Tenant the option to extend the Term of the Master Lease for _____ (__) additional periods of _____ (__) year(s) each. Pursuant to this Article, Subtenant requests that Sublandlord exercise this option therefore, extending the Term for a 12-month period beginning _____ and ending _____, under the same terms, conditions, covenants, agreements, and provisions, and stipulations of the Master Lease and at the monthly rental rate of \$_____. Subtenant acknowledges that renewal of the Master Lease results in a renewal of the Sublease, and Subtenant is responsible for payment of all rents.

Approved:

SUBLANDLORD:

STATE PROPERTIES COMMISSION

By: _____

Name: _____

Title: _____

SUBTENANT:

(State entity)

By: _____

Name: _____

Title: _____