

DOCUMENT NAME: Residential Leases
DAFIS DOCUMENT TYPE: 40

1. **Description:** A lease is a contract by which one conveys the use of real estate for a specific amount of time and for a specific amount of money.
2. **Primary Forms:** Department. of Transportation, USCG 5571, U.S.C.G. Residential Leases.
3. **Related Forms:**
 Department. of Transportation, U.S.C.G. 5571A, U.S.C.G. Residential Leases, General Provisions;
 Department. of Transportation, U.S.C.G. 5571B. Modification of Contract;
 Voucher for Payment for Leased Housing Claim.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 4003330P5S071

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Elements</u>	<u>Document Sequence</u>	<u>Suffix</u>
40	03	33	0	P	5S	071	None

5.Accounting Line:

The line of accounting will always be: 2/P/_01/299/12/0/7865_/2322

For cost center enter:

78651 for accompanied family housing;
 78652 for unaccompanied personnel housing;
 78654 for housing for members without dependents.

For program element: Enter the program element cited in the document number

6. FINCEN Critical Processing Requirements:

- a. Issuing units must ensure that the following information is included on each original CG 5571:
 - (1) Lease agreement number (standard DTTCG format).
 - (2) Complete lessor remittance address and tax code.
 - (3) Beginning and ending dates of lease.
 - (4) Monthly/quarterly/annual rate.

- (5) Payment due date.
 - (6) Premises address.
 - (7) Lessor's signature.
 - (8) Contracting Officer's signature.
- b. Use U.S.C.G. Form 5571A to add applicable clauses.
- c. Ensure the EFT/ACH Vendor Payment Enrollment Form is completely filled out , contains the lessor's signature, and has the complete lease contract number annotated on it.
- d. Submitted hard copy of the documents must be legible.
- 7. Other Information:** The lease should include the cost of utilities and must clearly state who (Vendor or Government) is responsible for payment of the utilities. Utilities that are paid by the Coast Guard separately from the lease are handled in accordance with the utility section. See document types 44, 46, and 49 for treatment of these utilities. The vendor is not required to submit an invoice but will be paid monthly, quarterly, etc., based on the terms of the lease. A clause allowing an adjustment to the rent to cover any underestimation of utility is allowed. This adjustment must be reported using USCG 5571B, Modification of Contract. The modification must show the utility type (electricity, water, etc.) and the time frame. The CFR prohibits the use of annual appropriation for payment for services received in another fiscal year. Utilities for prior fiscal year can not be paid from current leases.
- 8. LUFs Information:**
- a. Obligations for leases are not transmitted via LUFs. A hard copy of this document must be mailed to the FINCEN so the recurring master can be entered into DAFIS.
 - b. This document is entered in LUFs using the Simplified Acquisitions Applet using the Recurring Charge Module. The suffix will increment by 1 for each new accounting entry starting with 001

9. Document Flow:

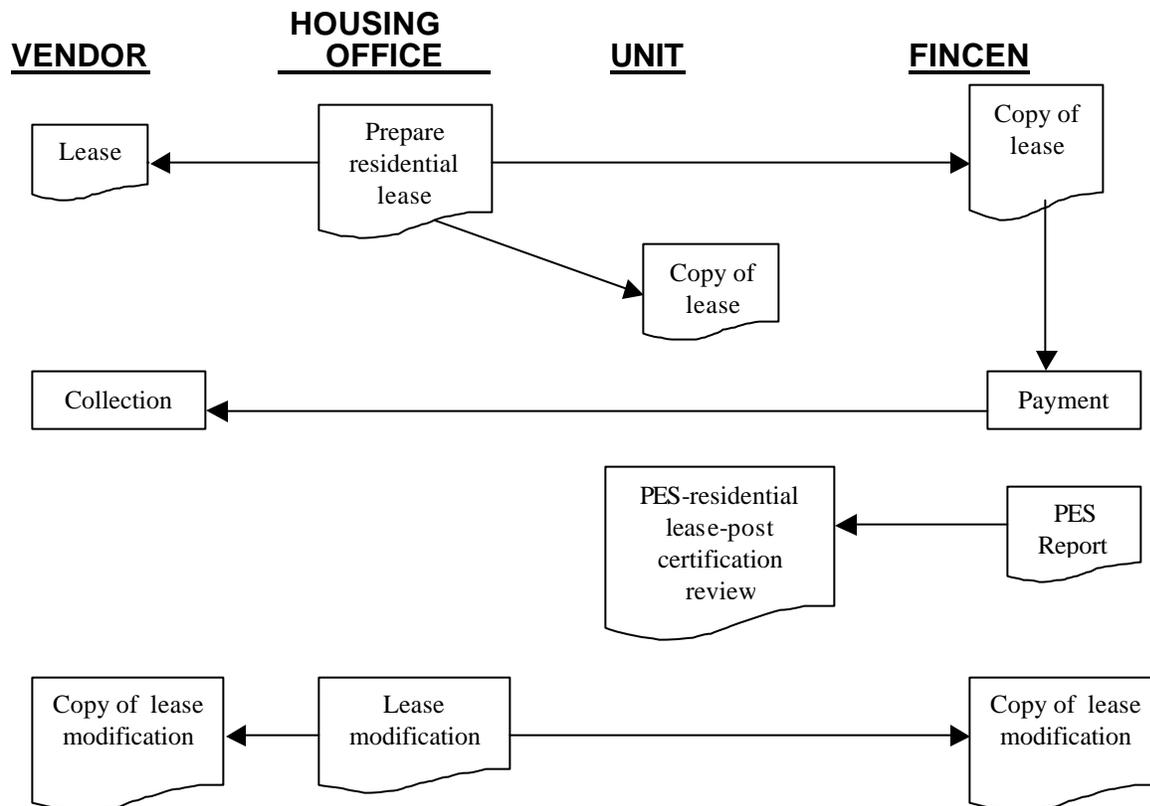


Figure 12G-10a Residential Leases

- a. Figure 12G-10a describes the procedures for processing Residential Leases.
- b. The Housing Officer negotiates a real property lease with the lessor and forwards an obligation copy of the lease to the FINCEN. The FINCEN requires the lease at least 30 days prior to the first payment.
- c. The FINCEN makes payment to the vendor.
- d. The PES report is used by the housing officer for post certification review.
- e. Modification of all leases must be on an USCG 5571B, Modification of Contract. Letters are not acceptable. **Lease modifications and terminations are initially sent to the FINCEN using e-mail with a follow up hard copy mailed to FINCEN, with the letter of intent informing the lessor of the possible change attached also.** The USCG 5571B, Modification of Contract, must show the reason for the modification, specially, if the modification covers one time payment such as

- f. special taxes levy. Changes should be submitted by the 20th of the month to be effective that month. Terminations should be received at the FINCEN not later than the 15th of the month. This will enable FINCEN to take appropriate action and avoid overpayment.
- f. Family housing leases cannot exceed a five-year period. After five years, a new lease with a new number must be issued. Leases that expire in less than five years with a renewal clause will not automatically renew. They must be renewed using USCG 5571B.
- g. The FINCEN will include in the year end message to the units the requirement that the Area Housing Officer will send a letter to FINCEN (OPA2A) listing the multi-year lease number and price for all leases to continue in the new FY. The list should be accompanied by modifications for the leases that are being terminated and leases with changes, such as price change, address change etc. The FINCEN requires this information by 1 OCT each year.
- h. Utilities paid by the vendor require no special action. Utilities which are paid by the Coast Guard are handled in accordance with the utility sections. See document type 44, 46 and 49 for treatment of these utilities.
- i. The U.S.C.G. Claims and Litigation Manual, COMDTINST M5890.9 series, lists the documentation that must be submitted to the FINCEN for payment of housing damage claims. All claim settlements submitted to the FINCEN must include a memorandum (see Figure 12G-10b) transmitting the claim to the FINCEN and a voucher for payment (see Figure 12G-10c).

10. Sample Forms: None

11. PES report sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
4003890P5L044000	085	03060H01	78651	2322	0.00	0.00	51.00	0.00
4003890P5L044000	145F	03072H17	78651	2322	0.00	0.00	51.00-	51.00

12. References:

- COMDTINST M11101.13, U.S.C.G. Housing Manual
- COMDTPUB P11101.14, U.S.C.G. Leased Housing Procedural Guide