

DOCUMENT NAME: Residential Leases
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, USCG Residential Lease.
3. **Related Forms:**
 Department of Transportation, USCG 5571A, USCG Residential Leases, General Provisions;
 Department of Transportation, USCG 5571B. Modification of Contract;
 Voucher for Payment for Leased Housing Claim.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 4008338P5S071

<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	08	33	8	P	5S	071	Note

Note: See Chapter 5 for basic suffix numbering. Suffixes will appear as the corresponding month in a fiscal year. If multiple transactions are required during the same month, the second position of the suffix will be incremented starting with a 2, i.e. 021. Direct payment suffixes will begin as "D" and the corresponding month in a fiscal year, i.e., D01=Oct.

5.Accounting Line:

The line of accounting will always be: 2/P/_01/299/12/0/XX/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 DTCG/HSCG 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.0
- b. Use USCG 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. FPD Information:**
- a. Obligations for leases are not transmitted via FPD. A hard copy of this document must be mailed to the FINCEN so the recurring master can be entered into the accounting system.
 - b. This document is entered in FPD 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:

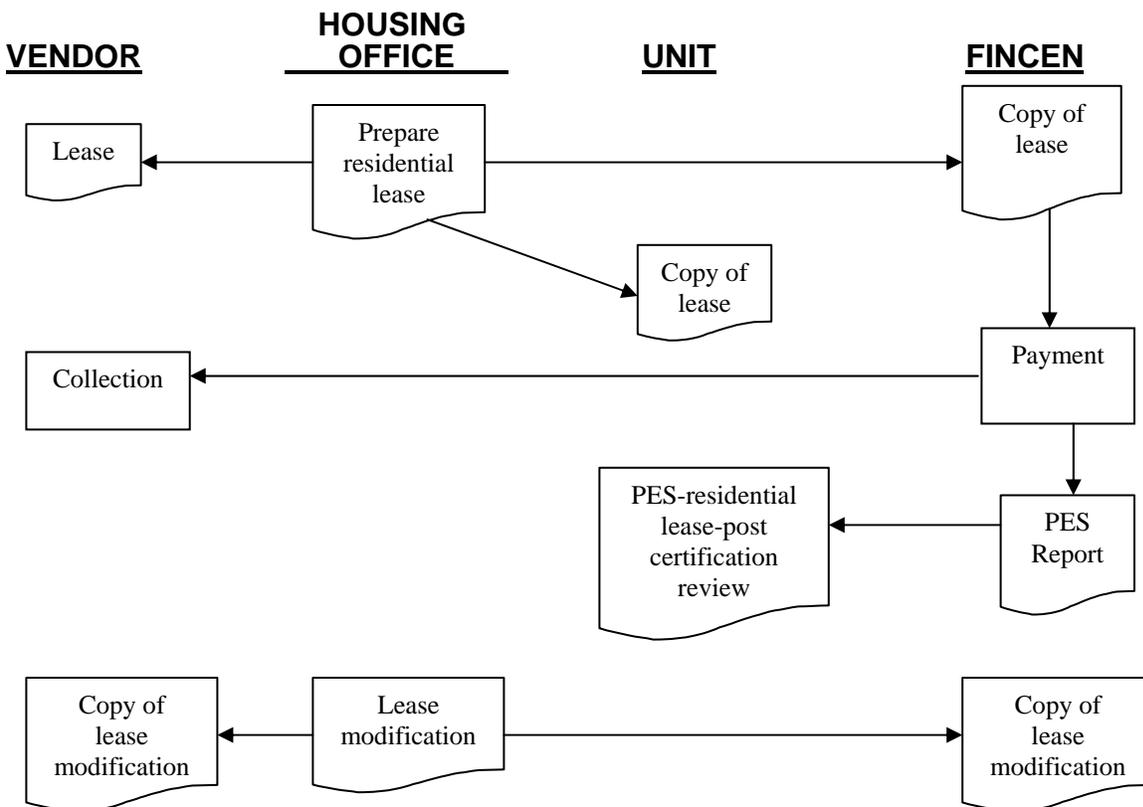


Figure 12G-10a Residential Leases

- Figure 12G-10a describes the procedures for processing Residential Leases.
- 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.
- The FINCEN makes payment to the vendor.
- The PES report is used by the housing officer for post certification review.
- Modification of all Residential leases must be on a USCG 5571B, Modification of Contract and must be numbered consecutively, i.e., 001, 002, etc. Letters are not acceptable. Lease modifications and terminations may be faxed to FINCEN via telephone number (757) 523-6900. Each document faxed shall come under a fax cover sheet and the following info will be provided: Contract number, modification number, document type (40), and contact number for the person sending the fax. Lease modifications concerning terminations which are faxed to FINCEN should have an attached letter of intent informing the lessor of

the possible change. The USCG 5571B, Modification of Contract, must show the reason for the modification, specially, if the modification covers a one time payment such as 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 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 October 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 USCG 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: See Figure 12G-10d, 12G-10e, 12G-10f, and 12G-10g.

11. PES report sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
4008338P5S071001	051	08060FH6F	78651	2322	0.00	51.00	0.00	0.00
4008338P5S071001	0512	08065FH6N	78651	2322	0.00	51.00-	0.00	0.00
4008338P5S071001	106F	08065FH6N	78651	2322	0.00	0.00	0.00	51.00

12. References:

COMDTINST M11101.13D, Coast Guard Housing Manual