

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, 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: 4004330P5S071

<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	04	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 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.
- 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. **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 **CGOF**.
 - 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