

**DOCUMENT NAME: Real Property
Leases
DOCUMENT TYPE: 40**

1. **Description:** A lease is an agreement to rent real property (antennas, building space, etc.) for a specific time and for a specified amount of money.
2. **Primary Forms:** SF-2, U. S. Government Lease for Real Property
3. **Related Forms:** General Provisions Certification and Instructions
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 4008848C38007

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
40	08	84	8	C	38	007	Note

Note: See Chapter 5 for document and 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:** If multiple lines are used, a different suffix is required for each line. See chapter 5 for information on suffixes .

SAMPLE: 2/3/801/132/30/0/38/75190/2329

6. FINCEN Critical Processing Requirements:

- a. Issuing units must ensure that the following information is included on each original SF-2:
 - (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 and Social Security Number.
 - (8) Contracting Officer's signature.

6. a. (9) Financial accounting data
(10) Standard accounting number.
 - b. Use continuation sheets to add applicable clauses.
 - c. Submitted hard copy 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 which are paid by the Coast Guard separately from the lease are handled in accordance with the utilities sections. See document types 44, 46, and 49 for treatment of these utilities. Vendor is not required to submit an invoice but will be paid monthly, quarterly, etc., based on the terms of the lease.
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 WINS Lease application.
 - 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 regardless of the accounting effective date.

9. Document Flow:

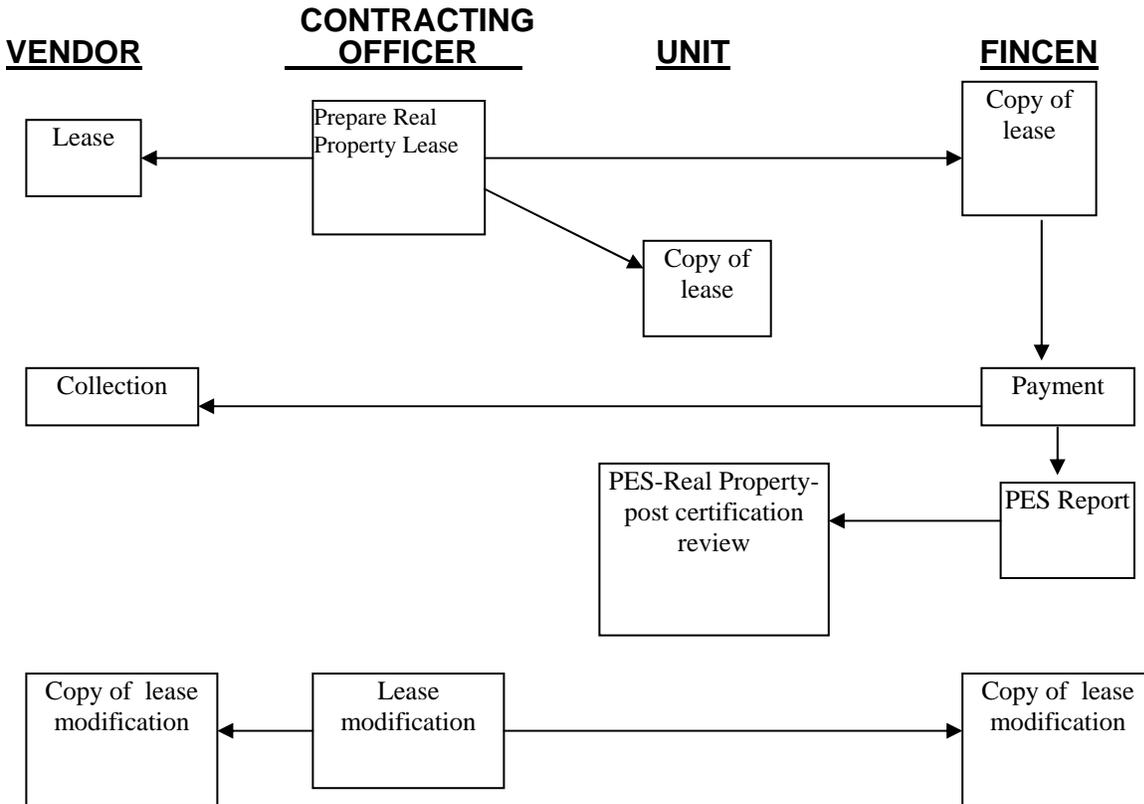


Figure 12G-8 Real Property Leases

- Figure 12G-8 describes the procedures for processing Real Property Leases.
- MLC or Headquarters Units negotiate a real property lease with the lessor and forward a copy of the lease to the FINCEN and a copy to the unit. The FINCEN requires the lease at least 45 days prior to the first payment.
- The FINCEN makes payment to the vendor.

9. d. The PES report is used by both the unit and the contracting office for post certification review.
- e. Lease changes may be sent to the FINCEN via mail to P.O. Box 4118, Chesapeake, VA 23326-4118 or via fax to (757) 523-6900. Documents sent via fax will come under a fax cover sheet and the following info will be provided: Contract number, modification number, and contact information of the person sending the fax. All changes to Real Property Leases should be submitted by the 20th of the month to be effective that month.
- f. Utilities paid by the vendor require no special action. Utilities which are paid by the Coast Guard are handled in accordance with the utilities sections. See document types 44, 46, and 49 for treatment of these utilities.

10. Sample Forms: See Figure 12G-9 and 12G-10.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
4008848C38007001	051	08060FH6F	75190	2329	0.00	571.00	000.00	000.00
4008848C38007001	0512	08065FH6N	75190	2329	0.00	571.00-	000.00	000.00
4008848C38007001	106F	08065FH6N	75190	2329	0.00	000.00	000.00	571.00

12. References: COMDTINST M11011.9B, Real Property Management Manual.