



Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

Email completed form to: financesupport@utah.gov
 For questions, please call (801) 957-7750

STATE OF UTAH - LEASE OBLIGATION RECORD

*Contract No. Replaces Contract No.
 Date Prepared Amendment No. Fund Code
 *Dept Name *Division
 *Dept. Person Responsible for Leases Phone

A. EQUIPMENT INFORMATION (If Applicable)

1. Description and location of asset
2. Date Lease Starts
3. Date Lease Ends

***B. LAND AND BUILDING INFORMATION** (If Applicable)

1. Address
2. City County
3. Type of Space
4. Number of FTEs
5. Parking Spaces
6. Square Feet Changed From
7. Cost/Sq Ft/Year Changed From
8. Date Lease Starts
9. Date Lease Ends
10. Handicap Survey? **Yes** **No** Handicap Compliance? **Yes** **No**
11. Utilities Heat **Yes** **No** Lights **Yes** **No** Water **Yes** **No** Aircond. **Yes** **No** Custodial

The following "alphas" apply to the above utilities:
 (X) = Cost included in rent (A) = Cost not included in rent
 (O) = Utility not available (I) = Cost not relevant to space

C. OTHER LEASE INFORMATION

- *1. Lessor
 Address City State
 Phone (Area)
2. Periodic Pmts Amount Frequency (Monthly, Annually, etc.)
3. Fiscal Year Payments: List the **Fiscal Year** lease payments below. (Use a separate sheet or photocopy the Contract Payment Schedule **if over five fiscal years**).

Fiscal Year	Amount	Interest (If applicable)	Executory Costs (If applicable)
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

Totals

D. DIVISION OF FINANCE USE ONLY

1. Original Lease Term:

2. Options to extend: (renewal without new contract executed)

Reasonably certain will exercise options to extend?

Yes **No**

If Yes, Reasonably certain determined

Choose one or more:

A significant economic incentive

A significant economic disincentive

The history of exercising options to extend or terminate

Asset underlying the lease is essential to the provision
of government services

3. Periods for which both the lessee and the lessor have an option to terminate the lease without permission from the other party: (cancelable period)

4. Total Lease term (Original Lease Term + Reasonable Certain Extensions - Cancelable Period):

5. Agreement interest rates

Stated Interest rate:

If FMV of asset available and no stated rate, imputed interest

rate: If no stated rate or imputed rate, incremental borrowing rate:

6. Ownership transfers to Lessee?

Yes **No**

7. Type of contractual arrangement

Direct borrowing (Title transfers at the end of the term. Not a lease)

Short term lease (Lease term + Options to extend - less Cancelable period < 12 months) No accruals / expensed
Lease

Immaterial / No Accruals / Expensed (annual payments <\$5,000)

8. Depreciation period

Direct borrowing - useful life:

Lease - the shorter of the

Lease term:

Useful life: