



Lease and Receivable Lease Amendments - Overview

A lease or receivable lease amendment documents specific changes to an existing contract. Common amendment types include: lease extension, change in square footage, change in rental rate and adding or deleting lease options.

- ✓ A lease amendment is added from the Lease Contract table.
- ✓ A receivable lease amendment is added from the Receivable Lease Contract table.
- ✓ Depending on what type of change is being made, you may need to update additional tables to reflect the new lease terms.
- ✓ Please refer to the table on page 6 for an overview of action steps to take for each type of amendment.
- ✓ If the leased or receivable leased facility is in scope for the Six-Year Facilities Plan, you must attach a copy of the amendment document to the Lease Amendment or Receivable Lease Amendment tile, as applicable. Refer to the [Quick Overview](#) job aid for instructions on how to attach documents in FPMT.

Contents

Lease and Receivable Lease Amendments - Overview.....	1
Add a Lease Amendment.....	2
Add a Receivable Lease Amendment	4
Table Updates Required by Amendment Type.....	6

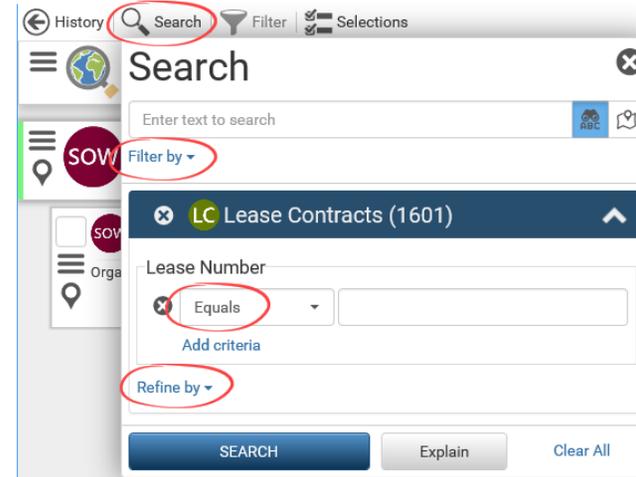
Questions?



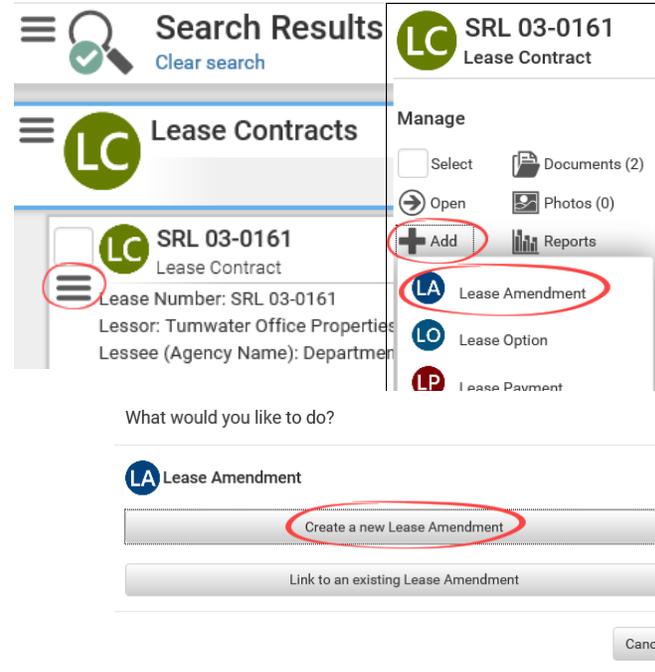
OFM Help Desk
HereToHelp@ofm.wa.gov
 360.407.9100

Add a Lease Amendment

1. Search for the Lease Contract tile
 - A. Click the  Search button on the data explorer menu
 - B. Click  and choose **Lease Contracts** from the dropdown menu
 - C. Click  and choose **Lease Number** from the dropdown menu
 - D. Enter the lease number
 - E. Click the  button



2. Click the  menu button on the Lease Contract tile
3. Click  Add
4. Select Lease Amendment
5. Select Create a new Lease Amendment



6. Enter agency data – red fields are required

Field-specific guidance:

Name: Use the amendment type and amendment number

Example: Lease Extension-1

Amendment Number: Amendments should be number sequentially in the order they were executed.

Example: 1, 2, 3

Amendment Type: Dropdown menu

Amendment Description: The description should provide a brief summary of what has changed in the lease.

Example: The ownership of the facility Changed from Peninsula LLC to Joe and Associates LLC.

→ If your amendment type requires an edit to the lease contract table, you can make the update(s) before saving. See note about advanced edit mode on page 4.

7. Click SAVE AND CLOSE

8. Refer to table on page 6 for additional updates that may be required.

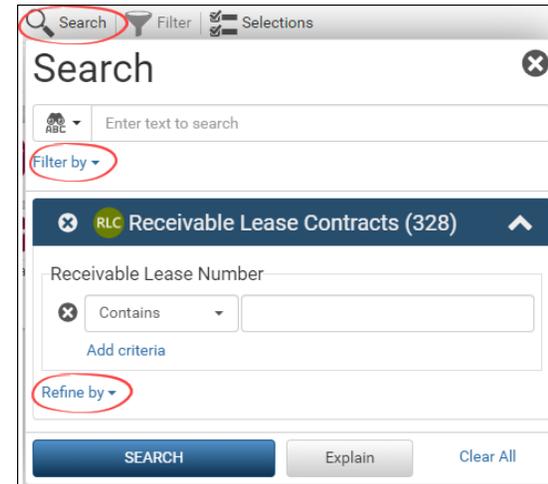


The screenshot shows a web form titled "Lease Amendment Properties". The form contains several input fields, each with a red vertical bar on the left side indicating a required field. The fields are: Name, Description, Lease Number (with a help icon and the value "SRL 03-0161"), Amendment Number, Amendment Type (a dropdown menu), Amendment Description, Amendment Effective Date (with a calendar icon), Amendment Execution Date (with a calendar icon), Lease Amendment Status (a dropdown menu with "Active" selected), and Active Date (with a help icon). At the bottom right of the form, there are two buttons: "SAVE AND CLOSE" (highlighted with a red oval) and "Cancel".

Add a Receivable Lease Amendment

1. Search for the Receivable Lease Contract tile

- A. Click the  button on the data explorer toolbar
- B. Click  and choose **Receivable Lease Contracts** from the dropdown menu
- C. Click  and choose **Receivable Lease Number** from the dropdown menu
- D. Enter the receivable lease number
- E. Click the  button

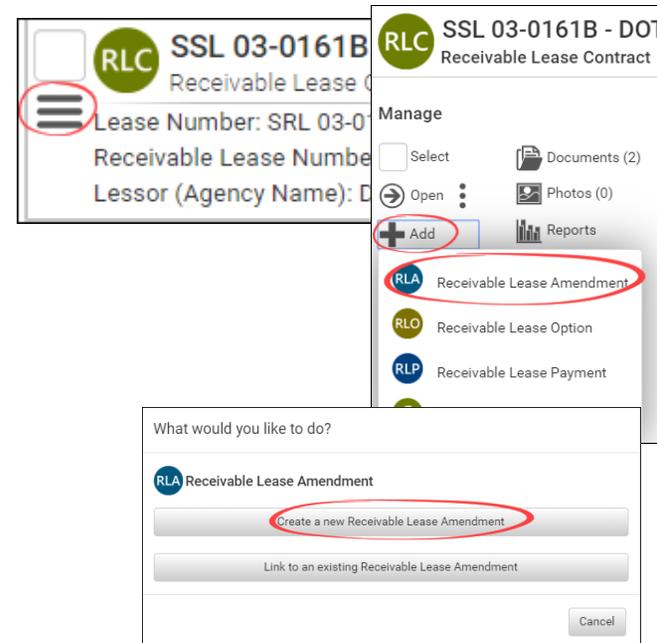


2. Click the  menu button on the Receivable Lease Contract tile

3. Click 

4. Select Receivable Lease Amendment

5. Select Create a new Receivable Lease Amendment



6. Enter agency data – red fields are required

Field-specific guidance:

Name: Use the amendment type and amendment number

Example: Lease Extension-1

Amendment Number: Amendments should be number sequentially in the order they were executed.

Example: 1, 2, 3

Amendment Type: Dropdown menu

Amendment Description: The description should provide a brief summary of what has changed in the lease.

Example: The receivable lease square footage has increased from 500 to 800 square feet

→ If your amendment type requires an edit to the receivable lease contract table, you can make the update(s) before saving. See note about advanced edit mode on page 6.

7. Click SAVE AND CLOSE

8. Refer to table on page 6 for additional updates that may be required.

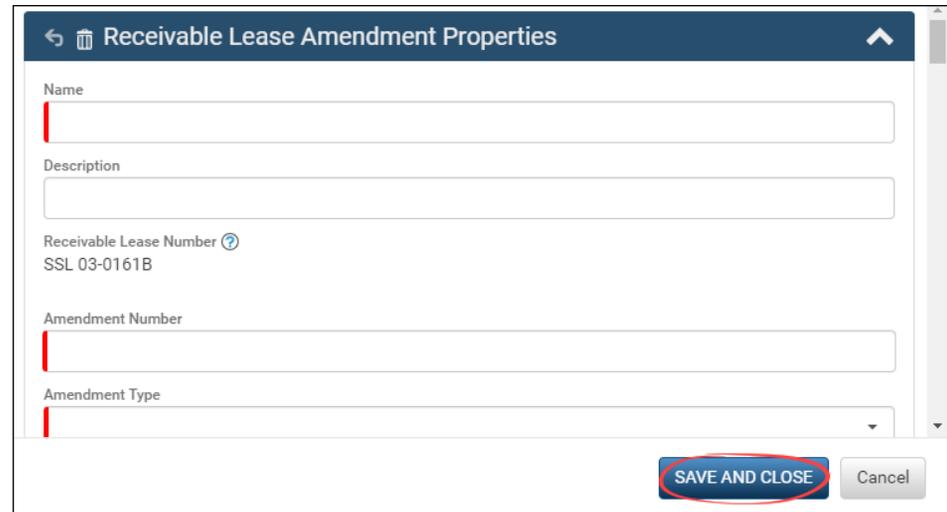




Table Updates Required by Amendment Type

- ✓ When you click “add” on the lease contract or receivable lease contract tile to add your amendment table, FPMT will automatically put you into advance edit mode. You will see this checkbox Advanced Mode marked in the upper right hand corner of your screen. This mode allows you to make edits to the lease contract or receivable lease contract table on the same screen after inputting your amendment data. Simply scroll down to the Lease Contract Properties or Receivable Lease Contract Properties section to make your updates. When you’re done, click SAVE AND CLOSE.

Amendment Type	Lease Tables	Data Fields/Action
Lease Extension	Lease/Receivable Lease Contract	Lease End Date - Update
	Lease/Receivable Lease Payment	Payment End Date - Update
Square Feet & Rent Change	Lease/Receivable Lease Contract	Lease Square Feet - Update
	Space(s)	Square Feet - Update
	Lease/Receivable Lease Payment (existing)	Lease Payment Status - Set to Inactive
	Lease/Receivable Lease Payment (new)	Add new lease payment
Square Feet Change	Lease/Receivable Lease Contract	Lease Square Feet - Update
	Space(s)	Square Feet - Update
Rent Rate Change	Lease/Receivable Lease Payment (existing)	Lease Payment Status - Set to Inactive
	Lease/Receivable Lease Payment (new)	Add new lease payment
Add Option(s)	Lease/Receivable Lease Option (new)	Add new lease option
Delete Option(s)	Lease/Receivable Lease Option (existing)	Lease Option Status - Set to Inactive
Amend Legal Description	None	None
Revise Parking	Lease/Receivable Lease Contract	Parking Included in Lease - Update if applicable Parking Stall Count - Update if applicable
Ownership Change	Lease/Receivable Lease Contract	Lessor Name - Update