**Holdover Status**

There are times when an agency plans to continue leasing space, but the lease contract expires before a renewal can be negotiated. This is called holdover status.

- Holdover status is reflected in FPMT by updating the end dates in the lease contract and lease payment tables to 9/9/9999 and adding a comment in the lease contract table about holdover status.
- For **receivable lease contracts**, the process is the same. Update the end dates in the receivable lease contract and receivable lease payment tables to 9/9/9999 and add a comment in the receivable lease contract table about holdover status.
- For assistance with FPMT, please contact the OFM Help Desk at HeretoHelp@ofm.wa.gov or (360) 407-9100.
- For questions about holdover status, please contact your **Facilities Analyst** or send an email to ofmfacilitiesoversig@ofm.wa.gov.

### Lease Contract in Holdover

1. **Navigate** to the Lease Contract tile

   - A. Click the **Search** button on the data explorer toolbar
   - B. **Click** **Filter by** **and choose Lease Contracts** from the dropdown menu
   - C. **Click** **Refine by** **and choose Lease Contract Number** from the dropdown menu
   - D. **Enter** the lease contract number
     - If you need to locate a lease number, run the Lease Contract Inventory report from the agency tile.
   - E. **Click** the **SEARCH** button
   - F. **Click** Open

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

3. **Click** **Edit**
4. **Check** the Advanced Mode box in the upper right hand corner of the screen.

5. **Update** the Lease End Date to 9/9/9999

6. **Add** a comment about holdover status

7. **Expand** the Lease Payments tile group

8. **Click** the Edit button on the Lease Payment tile

9. **Update** the Payment End Date to 9/9/9999

10. **Click** SAVE AND CLOSE
**Holdover Status**

**Facilities Portfolio Management Tool (FPMT)**

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**Receivable Lease Contract in Holdover**

1. **Navigate** to the Receivable Lease Contract tile
   
   A. Click the **Search** button on the data explorer toolbar

   B. **Click Filter by** and choose **Receivable Lease Contracts** from the dropdown menu

   C. **Click Refine by** and choose **Receivable Lease Number** from the dropdown menu

   D. **Enter** the receivable lease number

   ➔ If you need to locate a receivable lease number, run the Receivable Lease Contract Inventory report from the agency tile.

   E. **Click** the **SEARCH** button

   F. **Click** Open

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

3. **Click** **Edit**
4. **Check** the Advanced Mode box in the upper right hand corner of the screen

5. **Update** the Receivable Lease End Date to 9/9/9999

6. **Add** a comment about holdover status

7. **Expand** the Receivable Lease Payments tile group

8. **Click** the Edit button on the Receivable Lease Payment tile

9. **Update** the Payment End Date to 9/9/9999

10. **Click** SAVE AND CLOSE