

**GENERAL LEASE INSTRUCTION AND WORKSHEET**

(Occupation under 30 days goes to SJA. Occupation greater than 30 days goes to CREST)

1) Provide information about property:

- a. Ownership
  - i. Copy of Deed
  - ii. If possible, have deed checked at local deeds registry
    - 1. Recent letter from local registry verifying ownership
  - iii. Copy of owner's ID Card and owner's address
- b. Location
  - i. Camp, FOB, COB, CSC, PB or other that property is associated with
  - ii. Grid
  - iii. Address of property
- c. Photos

2) Any information relating to the current and previous use of the facility or property that will assist in the development of the Government estimate of value:

a. If known, cost or rents for other property in the area: \_\_\_\_\_  
\_\_\_\_\_

b. Rent per month, size/type building/land: \_\_\_\_\_  
\_\_\_\_\_

c. What was property used for prior to our use? \_\_\_\_\_  
\_\_\_\_\_

d. What will we be using the property for? \_\_\_\_\_  
\_\_\_\_\_

e. Total monthly cost of utilities. Utilities are included in the monthly payment:  
\_\_\_\_\_  
\_\_\_\_\_

3) When will/did our use start? \_\_\_\_\_ (mm/dd/yy)

4) When did/will our use end? \_\_\_\_\_ (mm/dd/yy)

- 5) Obtain adequate funding commitment for the full term of the lease. Suggested methods:
  - a. Round amounts up to multiples of \$50 to save the pay officer from having to carry small denominations and also saves time if there are numerous leases to be paid at one time
  - b. If lease amounts are relatively small, consider one large payment in advance in lieu of monthly payments in arrears. You have to weigh the risk between terminating the lease early and being unable to recover the funds or monthly exposure of pay officers and support teams.
- 6) Provide a copy of the Purchase Request & Commitment DA Form 3953 (PR&C), or Request for Contractual Procurement – NAVCOMPT FORM 2276
  - a. We need assurance that funds are committed for lease payment\
  - b. We do NOT need the funds
- 7) At start of lease or as soon as possible after use starts – conduct an Inventory & Condition of the property, ENG FORM 3143 (Joint Survey and Inspection of Condition of Government Leased Property). In lieu of using the form, prepare a memo and supplement with photos. The more pictures the better.
- 8) Before lease term expires – 60 days prior to expiration date, either request renewal (same as original request) or notify CREST of expiration so they can adjust their records. If no request is submitted, the lease will expire and the occupants will need to vacate the property, and complete an exit inspection report. Be sure to take photos of the condition of the property upon vacating and of any damage.

QUESTIONS? Contact CREST at [cegrd.re@tac01.usace.army.mil](mailto:cegrd.re@tac01.usace.army.mil) or via phone at:

DSN 312-265-5069  
DSN 312-265-1419  
DSN 312-265-2636

VoIP 540-665-5069  
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