

# GEORGIA STATE PROPERTIES COMMISSION CONTRACT RENEWAL LETTER



\_\_\_\_\_  
Agency and Division

Landlord and Address

Date: \_\_\_\_\_

Lease Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ladies or Gentlemen:

The Rental Agreement, dated \_\_\_\_\_, by and between the  
\_\_\_\_\_, and \_\_\_\_\_,  
for use by \_\_\_\_\_ division \_\_\_\_\_,  
of \_\_\_\_\_ square feet of \_\_\_\_\_ space located at  
\_\_\_\_\_,  
will expire on \_\_\_\_\_, 200\_\_.

Article IV of said rental agreement granted to Tenant the option to extend its occupancy on a  
year to year basis for \_\_\_\_\_ consecutive years. Pursuant to this Article, the  
\_\_\_\_\_, desires to exercise this  
option therefore, continuing its occupancy for a 12-month period beginning  
\_\_\_\_\_, and ending \_\_\_\_\_,  
under the same terms, conditions, covenants, agreements, and provisions, stipulations of said rental  
agreement and at the monthly rental rate of \$\_\_\_\_\_.

Approved: \_\_\_\_\_

Leasing Manager  
State Properties Commission

\_\_\_\_\_  
DIVISION DIRECTOR  
(or Approved Designee)

Date: \_\_\_\_\_

\_\_\_\_\_  
COMMISSIONER  
(or Approved Designee)