

District Office Lease Amendment – Instructions

NO LEASE AMENDMENT OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term for a District Office Lease Amendment for the 113th Congress may not commence prior to January 3, 2013.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 113th Congress, leases should end on January 2, 2015, not December 31, 2014.

- Section 1 has three blank lines to be filled in:
 1. The term of the previous lease that is being amended or extended;
 2. Street address of office being leased; and
 3. City, state and ZIP where office is being leased.
- Section 2 requires the new ending date (if the lease is going to be extended), which must be on or before January 2, 2015.
- Section 3 requires the monthly rent amount for the extended term, and if any other provision is changed, the blank space beneath Section 3 is provided for any changes or additions. If there are no other changes to your existing lease write “NONE” in the space provided.
- **The Member/Member-Elect is required to personally sign the documents.**
- A District Office Lease Attachment for the 113th Congress must accompany this District Office Lease Amendment (“Amendment”).
- **Prior to either party signing an Amendment, the Member/ Member-Elect must submit the proposed Amendment, accompanied by a copy of the District Office Lease Attachment for the 113th Congress, to the Administrative Counsel for review and approval.** If the proposed terms and conditions of the Amendment are determined to be in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the signing of the Amendment. Please submit the proposed Amendment and District Office Lease Attachment either by e-mail in PDF form (leases@mail.house.gov) or fax (202-225-6999).
- Once signed by both parties, the Amendment and District Office Lease Attachment must be submitted to the Administrative Counsel for final approval. They may be sent by email in PDF form or faxed to 202-225-6999, but the originals still must be submitted by inter office mail (217 Ford House Office Building, Washington, D.C. 20515) after emailing or faxing.
- If approved, Administrative Counsel will send them to Finance so that payment can begin. If there are errors, you will be contacted and required to correct them before the Amendment is approved.
- If you have additional questions about District Office Leases, please contact the Office of the Administrative Counsel at 202-225-6969.

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- Prior Lease Term.** The undersigned Landlord (“Lessor”) and Member of the U. S. House of Representatives (“Lessee”) agree that they previously entered into a District Office Lease (“Lease”) (along with the District Office Lease Attachment), which covered the period from _____ to _____ for the lease of office space located at _____ in the city, state and ZIP of _____.
- Extended Term.** The above referenced Lease is extended through and including _____, 20____. (This District Office Lease Amendment (“Amendment”) may not provide for an extension beyond January 2, 2015, which is the end of the constitutional term of the 113th Congress.)
- Rent and Any Other Changes.** The monthly rent for the extended term of the Lease shall now be _____. All other provisions of the existing Lease shall remain unchanged and in full effect, except for the following additional terms, which are modified as indicated in the space below [If no additional terms are to be modified, write the word “NONE” below].
- District Office Lease Attachment for 113th Congress.** This Amendment shall have no force and effect unless and until accompanied by an executed District Office Lease Attachment for the 113th Congress and the District Office Lease Attachment for the 113th Congress attached hereto supersedes and replaces any prior District Office Lease Attachment.
- Counterparts.** This Amendment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
- Section Headings.** The section headings of this Amendment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

[Signature page follows.]

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IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Amendment as of the later date written below by the Lessor or the Lessee.

_____	_____
Print Name (Lessor/Landlord)	Print Name (Lessee)
_____	_____
Lessor Signature	Lessee Signature
_____	_____
Date	Date