

ECONOMIC DEVELOPMENT ADMINISTRATION
TENANT LEASE CHECKLIST

EDA Award Number: _____ Date: _____

Recipient: _____

Co-Recipient(s): _____

Recipient's Authorized Representative: _____
Name & Phone Number

_____ Executed or _____ Draft Lease Agreement submitted to EDA between

_____ And _____
(Recipient(s))

The tenant lease(s) are required by Special Award Condition Number(s): _____.

Y	N	NA
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1. The lease(s) are drafted in accordance with the Property Standards and the Leasing Restrictions set forth in 13 CFR Part 314 and the EDA Standard Terms and Conditions.
2. All Special Award Conditions required for the leases have been met.
3. Fair market value documentation for the tenant lease(s) rates have been provided to EDA for review.

Prepared By (Signature)

Date

Prepared By (Typed or Written Name & Title)