

**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)**