

LEASE TERMINATION

3355

(Sept 1999)

All requests to relinquish state-owned or state-leased space must be in writing and signed by a responsible departmental representative of at least Deputy Director status.

The tenant agency remains obligated to continue payment of rent on state-owned space until a new tenant can be assigned the vacated space (unless the tenant agency's relinquishment was generated by DGS), or until DGS can arrange for termination of the lease.

The written request for lease termination must be submitted to Technical Services, which will prepare a Form 9 in quadruplicate and forward it to RESD for processing.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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