Date

Landlord Name

Company Name

Address

City, State, Zip Code

Dear Landlord,

Please accept this first, second, etc. lease renewal notice for the leased property located at Address, City, State, Zip Code. The start date for the lease renewal period will be Month, Day, Year, for a period of number years and number months, with the following terms and conditions if different from the original lease, which began on Month, Day, Year.

**Please Note:**

A new energy audit must be submitted prior to the start date of the renewal period. If the audit indicates that the location is rated **HIGHER** than the national average, per **K.A.R.1-66-3**, an Energy Implementation Plan is required from the Lessor outlining changes he will make to the building to improve the overall energy rating. The owner or Lessor is required to implement cost-effective energy conservation measures that are approved by the Secretary of Administration to reduce or eliminate the excessive amount of energy usage. Please refer to the DofA website at <http://da.ks.gov/fm/dfm/services/leasing.htm> for additional information.

Portfolio Manager can be accessed at <https://energystar.gov/istar/pmpam/>.

A Tax Clearance Certificate is also required. Please visit <http://ksrevenue.org/taxclearance.html> to obtain a certificate.

Both of these requirements must be submitted to the lessee at least 30 days prior to the lease start date.

We look forward to a continued, successful relationship.

Agency Name

Agency # Requisition # Contract #

Agency Contact Phone #

# Square Feet Leased Rate per Sq. Ft. $

Additional Information:

Sincerely yours,

Name

Title

Address

City, State, Zip Code

cc. If applicable