

Real Estate Assets Department
TERMINATION OF AGREEMENT

(T)

Rec 6/29/23
NR 5801

The following agreement for use of City-owned property will terminate as noted:

LESSEE	Jewish Family Service
LEASEHOLD ID	N510GM-004-B00
ACTUAL TERMINATION DATE	June 27, 2023 ✓
SECURITY DEPOSITS	Yes ☐ No ☒
TERMINATION INSPECTION DATE	
Subtenants?	Yes ☐ No ☐
Date Subtenants vacated property OR Date of new direct agreement with City	

Agent Heide Farst Date June 29, 2023 Supervisor _____ Date _____

*****Lease Billing Use Only*****

Lease Billing Supervisor SR

Date 7/6/23

Data Entry _____

Date _____

Lease Billing Supervisor Termination Checklist:

- ☒ Terminate Lease in REportfolio
- ☒ If termination is in the middle of billing period, prorate invoice. Check with agent if necessary.
- ☒ If rent paid beyond termination date, process refund.
- ☒ Void any invoices that have been issued for period after termination date.
- ☒ Refund security deposit per agent instructions.
- ☒ Notify agent that termination, proration and refund (if any) are complete.