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Real Estate Assets Department

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TERMINATION OF AGREEMENT

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

LESSEE	NRG Energy Center
LEASEHOLD ID	SDA-F-055-A01
ACTUAL TERMINATION DATE	August 28, 2023
SECURITY DEPOSITS	Yes ☐ No ☒ Ø
TERMINATION INSPECTION DATE	August 28, 2023
Subtenants?	Yes ☐ No ☑
Date Subtenants vacated property OR Date of new direct agreement with City	

Agent Heide Farst Date September 13, 2023 Supervisor HEF Date September 13, 2023

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

Lease Billing Supervisor JR Date 8/13/25

Data Entry _____ Date _____

No Security deposit found.

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.

Revised 1/2017

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