

LEASE AND RENT ACCOUNT CONTROL

CO-507 Rev. 8/2024

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
CENTRAL ACCOUNTS PAYABLE

INSTRUCTIONS

1. Complete Sections I thru V if this is the origination of a lease.
2. Complete only Sections I, II and V if any of the following occur:
 - a. Change in Lessee name.
 - b. Lessor change by Quit Claim, Warranty Deed or Other reason.
 - c. Notification of Lessor change by assignment.
 - d. Lessor change of address.
3. Attach a copy of this form to the contract/lease in Core-CT. The agency should retain a copy in accordance with state document retention guidelines published by the Connecticut State Library and make it available to authorized auditing agencies upon request.

AGENCY NO. (1)	LEASE NO. (CORE_CT Contract #) (2)
	L - BUILDING NO. (BUILDING ASSET ID NO. (2a))

SEC I	LESSEE (PAYOR)	AGENCY (3)	LEASED PROPERTY ADDRESS (4)				
		AGENCY ADDRESS	NET USABLE SQUARE FEET				
SECTION II	LESSOR (PAYEE)	NAME(5)		FEIN OR SSN SUFFIX (6)			
		ADDRESS					
		NEW LESSOR: <input type="checkbox"/> QUIT CLAIM <input type="checkbox"/> WARRANTY <input type="checkbox"/> OTHER (Specify)					
		NAME (7)			FEIN OR SSN SUFFIX (8)		
		ADDRESS					
SECTION III	TERMS, CONDITIONS AND SCHEDULE OF PAYMENTS	LEASE DATES (9) (Starting)	(Ending)	PAYMENT TERMS (INCLUDE DUE DATE PER PERIOD)(10)			
		YEARLY RENT AMOUNT (11)	MONTHLY RENT AMOUNT (12)	ADDITIONAL PAYMENTS DUE LESSOR (14) (Check if Yes)			
		PAYMENT PERIOD (13) (Select from Drop down)		UTILITIES	OTHER		
		IF "OTHER" SPECIFY		PROPERTY TAXES	OTHER (Specify)		
				PARKING			
		RENOVATIONS					
		JANITORIAL SERVICES					
SECTION IV	DESCRIPTION OF ADDITIONAL PAYMENTS DUE LESSOR (15a)						
	DESCRIPTION OF ADDITIONAL PAYMENTS DUE OTHER VENDORS (15b)						
SECTION V	PRINTED NAME			TITLE			
	AGENCY AUTHORIZED SIGNATURE			DATE (17)			