

LEASE AND RENT ACCOUNT CONTROL

CO-507 Rev. 12/2019

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE DIVISION

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 copy of lease and assign lease number in numerical sequence on control record (If applicable complete Building Number block)
Forward to Accounts Payable Division, 165 Capitol Avenue, Hartford, CT 06106

AGENCY NO (1)	LEASE NO. (CORE_CT Contract #) (2) L -
BUILDING NO. (if applicable (2a))	

SEC I	LESSEE (PAYOR)	AGENCY (3)	LEASED PROPERTY LOCATION (4)
	AGENCY LOCATION		

SECTION II	LESSOR (PAYEE)	NAME(5)	FEIN OR SSN SUFFIX (6)
		ADDRESS	
		NEW LESSOR: QUIT CLAIM WARRANTY OTHER (Specify)	
		NAME (7)	FEIN OR SSN SUFFIX (8)
ADDRESS			

SECTION III	TERMS, CONDITIONS AND SCHEDULE OF PAYMENTS	LEASE DATES (9) (Starting)	(Ending)	PAYMENT DUE (10)			
				BEGINNING OF PERIOD	END OF PERIOD		
		YEARLY RENT AMOUNT (11)	MONTHLY RENT AMOUNT (12)	ADDITIONAL PAYMENTS DUE LESSOR (14) (Check Yes or No)			
		PAYMENT PERIOD (13) (Check one)		Y	N	Y	N
		MONTHLY	SEMI-ANNUALLY	UTILITIES		JANITORIAL SERVICES	
		BI-MONTHLY	ANNUALLY	PROPERTY TAXES		OTHER (Specify if. Yes only)	
QUARTERLY	OTHER (Specify)	PARKING		OTHER			
		RENOVATIONS		OTHER			

SECTION IV	DESCRIPTION OF ADDITIONAL PAYMENTS DUE LESSOR (15a)
	DESCRIPTION OF ADDITIONAL PAYMENTS DUE OTHER VENDORS (15b)

SEC V	APPROVAL	PUBLIC WORKS/ AGENCY (16) (Authorized Signature-do not use rubber stamp)	DATE (17)