

## District Office Lease Amendment – Instructions

No leases can be signed before they have been approved by the Administrative Counsel.

District Office Leases for the 112<sup>th</sup> Congress may not commence prior to January 3, 2011.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 112<sup>th</sup> Congress, leases should end on January 2, 2013, not December 31, 2012.

- Paragraph 1 has three blank lines to be filled in:
  1. The term of the previous lease that is being amended or extended
  2. Address of office being leased
  3. City, state and ZIP where office is being leased
- Paragraph 2 requires the new ending date (if the lease is going to be extended), which must be on or before January 2, 2013.
- Paragraph 3 should be filled in if the monthly rent amount changes (write “zero” if no rent is to be paid), and/or if any other provision is changed (the blank space beneath Paragraph 3 is provided for any changes or additions). If there are no changes to your existing lease write “NONE” in the space provided.
- The box at the bottom of the page requests contact information for the person in the Member’s office whom we should call if there are any problems or questions (the chief of staff, district director, scheduler, etc.).
- **The Member is required to personally sign the document.**
- A District Office Lease Attachment must accompany this Amendment.
- **Prior to signing a lease, the Member/ Member-Elect must submit the proposed lease, accompanied by a copy of the District Office Lease Attachment, to the Administrative Counsel for review and approval.** If the proposed terms and conditions of the lease are determined to be in compliance with applicable law and House Rules and regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the lease. Please submit the proposed lease and District Office Lease Attachment either by inter-office mail (217 Ford House Office Building, Washington, DC 20515), e-mail (leases@mail.house.gov), or fax (202-225-6999).
- Once signed by both parties, the Amendment and Attachment must be submitted to Administrative Counsel for final approval (217 Ford House Office Building, Washington, DC 20515). It may be faxed to 202-225-6999, but the original still must be submitted after faxing.
- If approved, Administrative Counsel will send it to Finance so that payment can begin. If there are errors, you will be contacted and required to correct them before the Amendment is approved.
- If you have additional questions about District office leases, please contact the Office of the Administrative Counsel at 202-225-6969.

*U.S. House of Representatives*  
Washington, D.C. 20515

**District Office Lease Amendment**  
(Version 1.12)

1. The undersigned Landlord ("LESSOR") and Member of the U. S. House of Representatives ("LESSEE") agree that they previously entered into a District Office Lease ("LEASE")(along with the District Office Lease Attachment), which covered the period from \_\_\_\_\_ to \_\_\_\_\_ for the lease of office space located at \_\_\_\_\_ in the city, state and ZIP of \_\_\_\_\_.
2. The above referenced lease is extended through and including \_\_\_\_\_, 20\_\_\_\_\_. (This District Office Lease Amendment may not provide for an extension beyond January 2, 2013, which is the end of the constitutional term of the 112th Congress.)
3. All other provisions of the existing LEASE shall remain unchanged and in full effect, except that monthly rent shall now be \_\_\_\_\_, and the following additional terms are modified as indicated in the space below [If no additional terms are to be modified, write the word "NONE".]
4. The District Office Lease Attachment for the 112<sup>th</sup> Congress attached hereto supersedes and replaces any prior District Office Lease Attachment, and this Amendment shall have no force and effect unless and until accompanied by an executed District Office Lease Attachment for the 112<sup>th</sup> Congress.
5. The LESSEE certifies that the office space that is the subject of this lease is located within the district for which the LESSEE was elected to represent.

_____ Print Name (LESSOR/Landlord)	_____ Print Name (LESSEE)
_____ LESSOR Signature	_____ LESSEE Signature
_____ (Date)	_____ (Date)

From the Member's Office, who should be contacted with questions? Name _____ Phone (____) _____ E-mail _____@mail.house.gov
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**This District Office Lease Amendment and the attached District Office Lease Attachment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.**

Signed \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_.  
(Administrative Counsel)

<i>Send completed form to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515. Copies may also be faxed to 202-225-6999</i>
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## District Office Lease Attachment- Instructions

The District Office Lease Attachment (“ATTACHMENT”) is a three-page document that must accompany *every* lease that is submitted for a Member/Member-Elect’s District offices.

No leases can be signed before they have been approved by the Administrative Counsel.

District Office Leases for the 112<sup>th</sup> Congress may not commence prior to January 3, 2011.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 112<sup>th</sup> Congress, leases should end on January 2, 2013, not December 31, 2012.

### Three things are required:

- 1) The signature of the Landlord and date.
- 2) The signature of the Member/ Member-Elect of Congress and date.
- 3) Contact information for the person in the Member/ Member-Elect’s office whom we should call if there are any problems or questions (the chief of staff, district director, scheduler, etc.).

A few things to keep in mind:

- **The Member/ Member-Elect is required to personally sign the document.**
- The ATTACHMENT may not have any provisions deleted or changed.
- Even if rent is zero, an ATTACHMENT is still required.
- **Prior to signing a lease, the Member/ Member-Elect must submit the proposed lease, accompanied by a copy of the ATTACHMENT, to the Administrative Counsel for review and approval.** If the proposed terms and conditions of the lease are determined to be in compliance with applicable law and House Rules and regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the lease. Please submit the proposed lease and ATTACHMENT either by inter-office mail (217 Ford House Office Building, Washington, DC 20515), e-mail (leases@mail.house.gov), or fax (202-225-6999).
- Once signed by both parties, the Lease or Amendment **and** the ATTACHMENT may be faxed to 202-225-6999, but the original must also be submitted (217 Ford House Office Building, Washington, DC 20515). The ATTACHMENT should be submitted at the same time the lease is sent to the Administrative Counsel.
- Without a properly signed and submitted ATTACHMENT, the lease cannot be approved and payments will not be made.
- The parties agree that any charges for default, early termination, or cancellation of the LEASE which result from actions taken by or on behalf of the LESSEE shall be the sole responsibility of the LESSEE, and are not reimbursable from the Member’s MRA.

## **District Office Lease Attachment**

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1. LESSOR (Landlord) and LESSEE (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“ATTACHMENT”) is incorporated into and made part of the Lease (“LEASE”) to which it is attached.
2. LESSOR expressly acknowledges that neither the U.S. House of Representatives (“HOUSE”) nor its Officers are liable for the performance of the LEASE. LESSOR further expressly acknowledges that payments made by the Chief Administrative Officer of the HOUSE (“CAO”) to LESSOR to satisfy LESSEE’s rent obligations under the LEASE – which payments are made solely on behalf of LESSEE in support of his/her official and representational duties as a Member of the HOUSE – shall create no legal obligation or liability on the part of the CAO or the HOUSE whatsoever. LESSEE shall be solely responsible for the performance of the LEASE and LESSOR expressly agrees to look solely to LESSEE for such performance.
3. Any amendment to the LEASE must be in writing and signed by the LESSOR and LESSEE. LESSOR and LESSEE also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and approve any amendment to the LEASE prior to its execution.
4. LESSOR and LESSEE understand and acknowledge that the LEASE shall not be valid, and the CAO will not authorize the disbursement of funds to the LESSOR, until the Administrative Counsel has reviewed the LEASE to determine that it complies with the Rules of the HOUSE and the Regulations of the Committee on House Administration, and approved the LEASE by signing on page 3.
5. The LEASE is a fixed term lease with monthly installments for which payment is due at the end of each calendar month. In the event of a payment dispute, LESSOR agrees to contact the Office of Finance of the HOUSE at 202-225-7474 to attempt to resolve the dispute before contacting LESSEE.
6. Any provision in the LEASE purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the LEASE purporting to vary the dollar amount of the rent specified in the LEASE by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the LEASE shall have no force or effect. The parties agree that any charges for default, early termination, or cancellation of the LEASE which results from actions taken by or on behalf of the LESSEE shall be the sole responsibility of the LESSEE, and shall not be paid by the CAO on behalf of the LESSEE.
7. In the event LESSEE dies, resigns, or is removed from office during the term of this LEASE, the Clerk of the HOUSE may, at his or her sole option, either: (a) terminate this LEASE by giving thirty (30) days’ prior written notice to LESSOR; or (b) assume the obligation of the LEASE and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the LESSEE’s successor. In the event the Clerk elects to terminate the LEASE, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the LESSOR or, if mailed, the date on which such notice is postmarked.

*U.S. House of Representatives*

Washington, D.C. 20515

**District Office Lease Attachment**

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8. The term of the LEASE may not exceed the constitutional term of the Congress to which the LESSEE has been elected. Should the Member-Elect not take office and serve as a Member of the 112<sup>th</sup> Congress, the lease will be considered null and void.
9. If either LESSOR or LESSEE terminates the LEASE under the terms of the LEASE, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, B-241 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel, Office of the Chief Administrative Officer, U.S. House of Representatives, 217 Ford House Office Building, Washington, D.C. 20515.
10. LESSOR agrees to promptly notify LESSEE in writing in the event LESSOR sells, transfers, or otherwise disposes of the leased premises; in the event LESSOR is placed in bankruptcy proceedings (whether voluntarily or involuntarily); in the event the leased premises is foreclosed upon; or in the event of any similar occurrence. LESSEE shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, B-241 Longworth House Office Building, Washington, D.C. 20515.
11. LESSOR agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, carpets, elevators, escalators, entryways, exits, alleys, and other like areas. LESSOR also agrees to maintain, repair in good order, or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, carpets, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment serving the premises. LESSOR shall be liable for any damage, either to persons or property, sustained by LESSEE or any of his or her employees or guests, caused by LESSOR's failure to fulfill its obligations under this paragraph.
12. LESSOR agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the LESSEE to purchase private liability insurance.
13. LESSOR agrees that neither LESSEE nor the HOUSE nor any of the HOUSE's officers or employees will indemnify or hold harmless LESSOR against any liability of LESSOR to any third party that may arise during or as a result of the LEASE or LESSEE's tenancy.
14. LESSOR shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act).
15. LESSOR agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
16. LESSOR shall promptly refund to the CAO, without formal demand, any payment made to the LESSOR by the CAO for any period for which rent is not owed because the LEASE has ended or been terminated.

## **District Office Lease Attachment**

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17. Should any provision of this ATTACHMENT be inconsistent with any provision of the attached LEASE (or with any subsequent or additional amendments thereto), the provisions of this ATTACHMENT shall control, and those inconsistent provisions of the LEASE (or any subsequent or additional amendments thereto), shall have no force and effect to the extent of such inconsistency.
18. Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
19. This lease is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The LESSOR and LESSEE certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
20. The LESSEE certifies that the office space that is the subject of this lease is located within the district for which the LESSEE was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.

\_\_\_\_\_  
Print Name (LESSOR)

\_\_\_\_\_  
Print Name (LESSEE)

\_\_\_\_\_  
LESSOR Signature

\_\_\_\_\_  
LESSEE Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

From the Member's Office, who should be contacted with questions?

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_@mail.house.gov

**This District Office Lease Attachment and the attached LEASE have been reviewed and are approved,  
pursuant to Regulations of the Committee on House Administration.**

Signed \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_.  
(Administrative Counsel)

*Send completed forms to:  
Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.*