

<p align="center">NOVATION CHECKLIST</p> <p align="center">This checklist must be returned to the Lease Contracting Officer (LCO).</p>	Lease No.:	Address of Premises:
DESCRIPTION OF ITEM	CHECK IF ENCLOSED	REMARKS
<p>1. Three signed copies of the proposed novation agreement. (See Attachment_____).</p> <p><i>Note: The novation agreement must be signed an official authorized to act on behalf of the transferor and transferee. Transferor and transferee must provide evidence of the signatories authority to bind the entity.</i></p>		
<p>2. The document describing the proposed transaction. This could include the purchase/sale agreement, asset purchase agreement or deed. The effective date of the transfer from the recorded transaction document should be reflected in the novation agreement, paragraph (a)(2).</p>		
<p>3. If the transferor holds multiple leases, a list of all affected leases or contracts between the existing lessor and the government, as of the date of sale or transfer of assets, showing: the lease number and type, name and address of contracting office, total dollar value, as amended, and approximate remaining contract balance, including remaining lease term.</p> <p><i>Note: If transferor holds multiple leases that are being transferred to the same transferee, one novation agreement may be signed for all affected leases. However, separate lease amendments for each affected lease must be executed.</i></p>		
<p>4. Evidence of the transferee's eligibility and financial capability to perform. This includes balance sheets of the transferee, dated immediately before and after the transfer of assets. If available, an independent auditor report should be included.</p>		
<p>The LCO may also require one copy of the documents listed below.</p>		
<p>5. A certified copy of Board resolutions (for both the transferor and transferee) authorizing the transfer of the assets.</p> <p><i>Note: If either the transferor or transferee do not have a Board of Directors, include a statement to that effect and confirm in the Articles of Incorporation that the company elected not to have a Board of Directors.</i></p>		
<p>6. A certified copy of stockholder Meeting Minutes (for both transferor and transferee) approving the transfer of assets, as applicable.</p>		
<p>7. If Transferee is a Corporation include</p> <ul style="list-style-type: none"> a. Copy of the Transferee's articles of incorporation and bylaws. b. Copy of resolution signed by all the necessary directors of the corporation authorizing the corporate officer who will sign the Novation Agreement to bind the corporation to the Lease. c. Incumbency certificate signed by the Secretary of the Corporation. d. If the corporation was formed for a purpose of other than to receive the transferor's assets, include a statement to that effect. 		
<p>8. If Transferee is a Partnership include</p> <ul style="list-style-type: none"> a. Copy of the Partnership Agreement, Statement of Partnership, or Statement of Limited Partnership. b. Evidence of authority of signatory to bind the partnership if not expressly authorized by the previous item. c. If signing partner is a partnership or corporation, submit all items required above for each partnership or corporate layer. d. If the partnership was formed for a purpose of other than to receive the transferor's assets, include a statement to that effect. 		
<p>9. If Transferee is a Limited Liability Company include:</p> <ul style="list-style-type: none"> a. Copy of Articles of Organization and Operating Agreement b. Evidence of the authority of the signing manager (if company is manager-managed) or member (if the company is member-managed) to sign, if not expressly authorized by the previous item. c. If the signing manager or member is itself another business entity, submit all items required herein for 		

each such partnership, corporate, limited liability company or other business entity layer.		
d. If the limited liability company was formed for a purpose of other than to receive the transferor's assets, include a statement to that effect.		
10. Consent of sureties if bonds are used.		
11. Evidence that any security clearances will be met. If high level security clearances are required as part of the lease, or by the customer agency, the security clearance requirements must be met before the novation process is complete.		
12. Statement that transferee has registered for "All Awards" in the System for Award Management (SAM) in addition to completing GSA Form 3518-SAM, ADDENDUM to the System for Award Management (SAM) REPRESENTATIONS AND CERTIFICATIONS (Acquisitions of Leasehold Interests in Real Property). (See Attachment)		
13. Additional information:		
<p style="text-align: center;">NOTICE</p> <p>If <u>all</u> documents as specified above are not submitted, a detailed statement explaining absence of documents must be submitted. Transferor/Transferee are hereby notified that the failure to submit all necessary documents will delay review of proposed transfer.</p>		