

Request for Review of Novation Agreement

LCO should forward the complete Novation package to Regional Counsel. A complete package includes all documents requested in the Novation Checklist, the LCO's Responsibility Determination and a draft Lease Amendment.

Lease No.: _____

Address: _____

Lease Contracting Officer

Phone No.: _____

Leasing Specialist:

Phone No.: _____

Expiration Date of Lease: _____

Square Footage of Lease: _____ (RSF) _____ (ABOA)

Are There Other GSA Leases in the Building(s)? _____

If Yes, Lease No.(s): _____

PREVIOUS LEGAL ASSISTANCE/REVIEW

If an attorney has previously reviewed this novation request or other issues related to this Lease, please identify the attorney:

CHECKLIST OF DOCUMENTS NEEDED TO REVIEW CHANGE OF OWNERSHIP (Please initial in box to indicate document is included in package.)

	Novation Agreement completed and executed by the transferor and transferee
	All documents requested in the Novation Checklist
	GSA Form 3518-SAM
	Draft Lease Amendment
	LCO's Responsibility Determination (including all relevant documents)

Comments: