

## LEASEHOLD IMPROVEMENT FORM

Date: \_\_\_\_\_

Campus: \_\_\_\_\_

Leasehold Improvement Contact Person: \_\_\_\_\_

Tag (Asset) number assigned to the improvement. \_\_\_\_\_

(Assignment of the number will be done by the System Facilities Office and will be done in such a way to identify the item as a leasehold improvement. The records for the asset will be kept in the Facilities Office lease database.)

Description: \_\_\_\_\_

Current Lease Term:

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

What is the likelihood that the lease will be renewed? \_\_\_\_\_

Estimated Length of expected renewal(s)? \_\_\_\_\_

Other Information: \_\_\_\_\_

**Send to System Accounting Department**