



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
HARRISBURG

**LEASE ADDENDUM FOR LEASE #**

**THIS ADDENDUM**, by and between \_\_\_\_\_, (LESSOR), and the Commonwealth of Pennsylvania, acting through the Department of General Services, agent for the \_\_\_\_\_, (LESSEE), shall serve to clarify Paragraph # \_\_\_\_\_, Construction or Additional Alterations, of LEASE # \_\_\_\_\_ (LEASE), dated \_\_\_\_\_.

**WHEREAS**, the parties entered into the LEASE for the premises known as \_\_\_\_\_, \_\_\_\_\_, in the County of \_\_\_\_\_, Pennsylvania (PREMISES); and

**WHEREAS**, the parties wish to clarify Paragraph # \_\_\_\_\_ of the LEASE via the terms of this ADDENDUM.

Now, therefore, the parties, with the intent to be legally bound, agree as follows:

For any alterations, improvements or additions to the PREMISES, at the request of the LESSEE, during the term of the LEASE, LESSOR and LESSEE agree and acknowledge that a Lease Amendment, Consent Form, or Leasehold Improvement Change Order, must be executed by both parties and delivered to LESSOR before any Leasehold Improvement is started.

LESSOR and LESSEE agree that alterations, improvements or additions to the PREMISES that are requested by the LESSEE and do not exceed \$50,000.00 shall be outlined in a fully executed Consent Form or Leasehold Improvement Change Order, whichever is applicable as determined by LESSEE.

LESSOR and LESSEE agree that any alterations, improvements or additions to the PREMISES that are requested by the LESSEE and which cost \$50,000.01 or more must be accomplished through the full execution of a Lease Amendment.

Any and all Leasehold Improvements shall be constructed in compliance with all applicable local, state and federal codes, regulations, statutes, and/or ordinances, applying whichever are most stringent.

The PREMISES shall be restored in a manner that is acceptable to LESSEE, when the Leasehold Improvement is completed by LESSOR, or acceptable to LESSOR when the Leasehold Improvement is completed by LESSEE.

LESSOR and LESSEE agree that nothing contained in this ADDENDUM, or its attachments, shall be construed to alter, delete or replace any other term or condition contained in the LEASE and that the changes to be made in accordance with this ADDENDUM are limited to physical alterations, improvements or additions (not resulting in an increase or decrease in square footage or rental rate) to the leased PREMISES.

IN WITNESS WHEREOF, the parties hereto have duly executed this LEASE  
ADDENDUM as of \_\_\_\_\_, 20\_\_.

**LESSOR:**

\_\_\_\_\_  
,

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

**LESSEE**

Commonwealth of Pennsylvania, acting by and through  
Department of General Services

\_\_\_\_\_  
Director, Bureau of Real Estate

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

**APPROVED AS TO FORM AND LEGALITY**

**OFFICE OF GENERAL COUNSEL  
GENERAL**

**OFFICE OF ATTORNEY**

By \_\_\_\_\_  
\_\_\_\_\_

By

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
HARRISBURG

**LEASEHOLD IMPROVEMENT CHANGE ORDER #CO- \_\_\_\_\_ FOR LEASE # \_\_\_\_\_**

THIS LEASEHOLD IMPROVEMENT CHANGE ORDER (CHANGE ORDER) is between the Commonwealth of Pennsylvania, acting through the Department of General Services, agent for the \_\_\_\_\_, (LESSEE), and \_\_\_\_\_ (LESSOR).

LESSOR, at the request of, and for the benefit of the LESSEE, will provide Leasehold Improvements<sup>1</sup> to the Premises<sup>2</sup> in accordance with the plans and specifications illustrated in Exhibit CO- \_\_\_\_\_ A and pursuant to Exhibit CO- \_\_\_\_\_ B, Acceptance of Renovations Inspection Report. LESSOR agrees to furnish all labor and materials in order to complete the Leasehold Improvements included within the scope of this CHANGE ORDER.

Work listed and described in Exhibit CO- \_\_\_\_\_ A shall be completed by a licensed contractor with proof of insurance within sixty (60) days of the full execution of this CHANGE ORDER. Work will be completed with minimum disruption to the workplace at times agreed upon by LESSEE. Upon completion and acceptance by LESSEE pursuant to Exhibit CO- \_\_\_\_\_ B, LESSEE agrees to pay LESSOR a one-time lump sum payment for the actual costs incurred not to exceed \$ \_\_\_\_\_. LESSOR shall invoice LESSEE for actual costs incurred within 30 days following completion of the work.

<sup>1</sup> Additions, alterations or improvements made to the Premises, which occur after the Commencement Date of the Lease.

<sup>2</sup> The property, as defined and clarified in the Lease Agreement, that is owned by the Lessor and is leased to the Lessee.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this  
LEASEHOLD IMPROVEMENT CHANGE ORDER as of \_\_\_\_\_,  
20\_\_\_\_.

**LESSOR:**

\_\_\_\_\_

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

**LESSEE:**

Commonwealth of Pennsylvania,  
acting through the Department of General Services

\_\_\_\_\_

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

Director  
Bureau of Real Estate

Distribution: Agency Comptroller and/or Treasury Department

\*For Leasehold Improvements that are estimated at \$50,000.00 or less, this Leasehold Improvement Change Order shall be signed by the Director of the Bureau of Real Estate.

\*\*Leasehold Improvements that are estimated at \$50,000.01 and over must be accomplished through execution of a formal Lease Amendment.

EXHIBIT "CO- \_\_\_\_\_"  
ACCEPTANCE OF LEASED PREMISES AND/OR RENOVATIONS  
INSPECTION REPORT

LESSOR: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(STREET) (CITY) (COUNTY)

LOCATION: \_\_\_\_\_  
(STREET) (CITY) (COUNTY)

USING AGENCY: \_\_\_\_\_  
(DEPARTMENT) (BUREAU)

This is to certify that I have visually inspected the above premises on \_\_\_\_\_ and find  
(DATE)  
that the premises are built and/or renovated in accordance with the requirements of Lease \_\_\_\_\_  
(LEASE #)

with the exception of the following items:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

(Additional items on attached sheet, if necessary)

The \_\_\_\_\_ hereby accepts the above premises for occupancy  
(USING AGENCY)  
effective \_\_\_\_\_ and approves the \_\_\_\_\_ New Construction \_\_\_\_\_ Renovations  
(ACCEPTANCE DATE)  
excepting the above items numbered \_\_\_\_\_

Further, \_\_\_\_\_ agrees that \_\_\_\_\_  
(USING AGENCY) (ACCEPTANCE DATE)  
is to be the effective date of occupancy; that the rental for the above-mentioned property shall commence on  
that date, that the lease term, upon the execution of this document by all parties, shall extend for \_\_\_\_\_ years  
from the acceptance date; with any option terms provided for in the lease being adjusted accordingly.

\_\_\_\_\_  
(USING AGENCY'S REPRESENTATIVE)  
\_\_\_\_\_  
(TITLE)

I understand and agree to the foregoing and I certify, as lessor of the above referenced premises, that  
completion of the excepted items as stated herein shall be no later than \_\_\_\_\_. I also acknowledge  
and agree that, should I fail to complete any of those items within the above time frame, then the Lessee may, at  
its discretion withhold rental payments. I hereby agree to the adjustment in the lease and option terms described  
above.

\_\_\_\_\_  
(LESSOR SIGNATURE)

- Copy to DGS \_\_\_\_\_
- Copy to Treasury \_\_\_\_\_
- Copy to Comptroller \_\_\_\_\_