

Q. LEASE INCOME

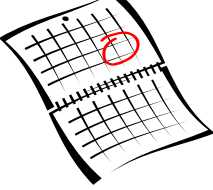
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Room 822

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|  | Critical Dates |
| | <ul style="list-style-type: none">• June 5, 2009 - Pick Up Income Report• June 12, 2009 – Return Lease Income Certification• July 6, 2009 - Return Income Report |

The City leases to others a significant amount of City-owned real property, primarily for markets, ports and terminals.

We require certain data from your office pertaining to lease income for inclusion in the City's Fiscal Year 2009 financial statements. Based upon prior submissions, we have prepared a listing of your agency's lease income agreements. This listing, which will be available for pickup on June 5, 2009, summarizes any agreement whereby your agency derives income by leasing City-owned real property for one year or longer.

Please review this report to see if the information stated is correct and complete. This review should take into account all real property rental income received by your agency. Therefore, if there are any real property agreements for one year or longer not listed on the report, **it will be your responsibility to add this information**.

Further, it is **mandatory** that all changes must be accompanied by adequate documentation, including but not limited to:

- The lease where there is a new agreement
- Signed renewal letters where an option to renew is exercised

The reviewer's signature, title and phone number should be included on the lower right corner of each page.

The reviewed report should be returned to the Comptroller's Office no later than July 6, 2009 by E-mail or hand delivery. **A letter was sent on May 1, 2009 requesting agencies to sign and confirm the agency's lease type income status. If you have not received the letter, please make a photocopy of the memo on the next page. This letter should be signed and either faxed, emailed, or mailed to Katrina Stauffer no later than June 12, 2009**

**LEASE INCOME CERTIFICATION
AS OF JUNE 30, 2009**

_____, 2009

TO: Katrina Stauffer, Chief
Financial Reporting Unit

FROM: _____

SUBJECT: Lease Type Productivity Agreements

Agencies with no prior Lease Type Income confirmed with the Comptroller's Office:

- No, agency _____ (enter agency code) does not have agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.
- Yes, fiscal year 2009 is the first year agency _____ (enter agency code) has agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

Total number of agreements _____

Agencies with prior Lease Type Income confirmed with the Comptroller's Office:

- Yes, agency _____ (enter agency code) has _____ (fill in quantity) agreements from which the City derives income by leasing City-owned real property to individuals, public authorities or corporations for a year or longer.

In fiscal year 2009 _____ (fill in quantity) agreements have been amended
In fiscal year 2009 _____ (fill in quantity) agreements have been terminated

Signature: _____

Title: _____

E-Mail Address: _____

Phone Number: _____

Fax Number: _____

Agency Name: _____

Agency Address: _____

THIS FORM CAN BE DOWNLOADED FROM THE COMPTROLLER'S WEBSITE, COMPLETED AND RETURNED ELECTRONICALLY. SEE APPENDIX 4 FOR DETAILED INSTRUCTIONS.