 **Request for Approval – Lease Agreement**

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| **WisDOT Grantee:** |
| **Name of Orgaization:** |  |
| **Physical street address:** |  |
| **City:** |  | **State:** |  | **Zip:** |  |
| **Primary contact of Grantee:** |
| **Name:** |  | **Title:** |  |
| **Phone:** |  | **Email address:** |  |
| **Lessee Information:** |
| **Name of Organization:** |  |
| **Physical street address:** |  |
| **City:** |  | **State:** |  | **Zip:** |  |
| **Phone:** |  | **Email address:** |  |
| **Select one:** | **New Leasee** [ ]  **Existing Leasee** [ ]  |
|  **Lease Agreement Contents:** |
| **Start date:** | Click here to enter a date. | **End date:** | Click here to enter a date. |
| *Date of previous lease (if applicable):* | Click here to enter a date. |
| *Reason for changes to previous lease:* |  |
|  |  |

The required lease agreement elements are listed on the following page.

Please review and check each requirement prior to emailing this approval form to WisDOT.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grantee Authorization***I, as a Grantee of the Wisconsin Department of Transportation (WisDOT), certify the lease agreement is accurate and complete as specified in the Lease Agreement Checklist. I certify that I am responsible for providing adequate oversight of the lessee in accordance with Federal Transit Administration (FTA) regulations and WisDOT. I certify that any changes made to the lease agreement will be sent to WisDOT for review and approval prior to implementation.*

|  |  |  |
| --- | --- | --- |
|  |  | Click here to enter a date. |
| **Signature** |  | **Date** |
|  |  |  |  |  |
| **Name of subrecipient representative** |  | **Title** |  |  |

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|  |  |
| --- | --- |
| **State Agency Authorization (Office Use Only)** | **Approved:** [ ] **Yes** [ ] **No** |
| **WisDOT Approval of Lease Agreement** | Click here to enter a date. |
|  | **Approval Date** |
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| --- | --- | --- |
|  |  |  |
| **Name of WisDOT Official** |  | **Signature of WisDOT Official** |

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**Lease Agreement Checklist: Minimum Content Requirements**

**At a minimum, the following elements must be included in the Lease Agreement.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Elements** | **Description** | **Grantee****review** | **WisDOT approval** |
| 1. Term
 | Specifies effective date and end date, cannot be ‘unlimited’ |[ ] [ ]
| 1. Vehicle Information
 | Outlines VIN, Make, Model, Year and Grant Cycle of Award |[ ] [ ]
| 1. Execution of Lease
 | Includes signatures of Subrecipients and Lessee |[ ] [ ]
| 1. Conditions
 | Outlines the conditions of the lease and scope and purpose of the project |[ ] [ ]
| 1. Representation and Warranties
 | Identifies the Lessee is in good standing under local, state and federal laws  |[ ] [ ]
| 1. Registration
 | Specifies the Subrecipient as the Title Holder and WisDOT as Lien Holder |[ ] [ ]
| 1. Insurance
 | Lists the minimum insurance requirements including limits |[ ] [ ]
| 1. Vehicle Maintenance
 | Specifies the requirements to adhere to Vehicle Maintenance Plan, activity logs, maintenance schedules, etc.  |[ ] [ ]
| 1. Vehicle Operation
 | Specifies the only trained personnel drive the vehicle(s) and states the lessee will provide a list of names of the individuals who have been screened and approved to operate the vehicles |[ ] [ ]
| 1. Civil Rights
 | Outlines Civil Rights requirements and Title VI requirements including posting of public notice in each vehicle |[ ] [ ]
| 1. Additional Fees
 | Identifies responsible party in the event this should occur |[ ] [ ]
| 1. Audits, Inspections and Reporting
 | Outlines program requirements with dates due to the subrecipients (this can be general) – and includes language to ensure compliance with program changes |[ ] [ ]
| 1. Liability
 | Includes a hold harmless statement  |[ ] [ ]
| 1. Lease Management
 | Identifies the Lessee Coordinator |[ ] [ ]
| 1. Termination
 | Specifies situations in which the lease may be terminated |[ ] [ ]
| 1. Sublease Restrictions
 | Lists restrictions associated with subleasing property  |[ ] [ ]
| 1. Additional Conditions
 | Outlines additional lease conditions, if applicable  |[ ] [ ]