

**DOCUMENT ROUTING SLIP**

File Name: \_\_\_\_\_ Date: \_\_\_\_\_

File No.: \_\_\_\_\_ Lease: \_\_\_\_\_ Supplement: \_\_\_\_\_

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Term: \_\_\_\_\_

Old Rate(s)            New Rate(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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Action Required:

\_\_\_\_\_  
\_\_\_\_\_

Special Provisions:

\_\_\_\_\_  
\_\_\_\_\_

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**LEASE AGREED TO:**

DCD \_\_\_\_\_  
CFO \_\_\_\_\_  
DOO \_\_\_\_\_  
AM \_\_\_\_\_

LEASE APPROVED BY:

ED \_\_\_\_\_

AGENDA DONE:

\_\_\_\_\_

**RETURN TO** \_\_\_\_\_  
REPLACED WITH NEW FORM (ATTACHED)