

## CHECKLIST FOR LEASE OR LICENSE AGREEMENT

- Original Lease Agreement fully filled out, initialed each page, and signed by both parties.
  
- On the Certificate of Insurance, the coverage for both General Liability and Damage to Rented Premises is at the required levels (“Damage to Rented Premises” should equal the coverage on the General Liability “Each Occurrence” Section of the Certificate of Liability).
  - Required Coverage: 2M for Each Occurrence and 3M for Annual Aggregate.
  - Dates on the Certificate of Insurance cover the entire lease term.
  
- If Leasing/Licensing entity is Non-Profit, Proof of Non-Profit Religious Status or other appropriate Non-Profit Status has been provided. (i.e. Secretary of State Form and/or Articles of Incorporation)
  
- Certificate of Insurance for General Liability and Property Damage Insurance Policy has been provided.
  
- Additional Insured Endorsement on General Liability and Property Damage Insurance Policy been provided.

**LEASE EXTENSION ADDENDUM**

THIS ADDENDUM is made by and between the SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS, a California non-profit religious corporation, which owns and operates the \_\_\_\_\_, hereinafter referred to as "Lessor," and \_\_\_\_\_, hereinafter referred to as "Lessee," in reference to the following facts:

- A. Lessor is the owner of certain real property ("the premises") situated in the county of \_\_\_\_\_, commonly known as \_\_\_\_\_, California, upon which Lessor operates and maintains church facilities.
- B. Lessor and Lessee executed a Lease on \_\_\_\_\_ for a term of (\_\_\_\_) month(s), commencing on \_\_\_\_\_ and expiring on \_\_\_\_\_.
- C. Lessor and Lessee now extends said Lease to reflect the following:

NOW THEREFORE, in consideration of the covenants and conditions provided herein, the parties now agree as follows:

- 1. **Term of Lease:** The term of this Lease shall be extended for a period of (\_\_\_\_) months, commencing on \_\_\_\_\_ and expiring on \_\_\_\_\_.
- 2. **Rent:** The new monthly rent shall be \$\_\_\_\_\_.
- 3. **No Change in Other Terms and Conditions of Lease:** Except as set forth herein, the terms and conditions of said Lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on this \_\_\_\_\_ day of \_\_\_\_\_.

**LESSOR:**  
**SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS**

By: \_\_\_\_\_  
**Chris Jordan, Asset/Risk Management Director**

\_\_\_\_\_  
By: \_\_\_\_\_,  
\_\_\_\_\_

By: \_\_\_\_\_,  
\_\_\_\_\_, **Treasurer**

**LESSEE:**  
\_\_\_\_\_  
By: \_\_\_\_\_,  
\_\_\_\_\_