

15 STAFF QUARTER LEASES

- A. Are staff quarter leases negotiated on the basis of local market rates to ensure that the mission is not paying over market prices?
- B. For new leases, have the staff quarter profile and the staff quarter space guidelines been respected? If in excess of the guidelines have appropriate approvals been obtained?
- C. Does the mission lawyer review leasing documents prior to my signing the documents?
- D. Did I sign the Approval to Lease form and all staff leases and lease renewals? If any leases exceeded an annual rate of \$200,000, was prior approval from MRD obtained?
- E. If the lessor demands an unconventional leasing arrangement involving double leases, offshore payments or the like, has the Secretary of State's approval been obtained by MRD?
- F. If the term of the lease is in excess of five years or payments in advance of more than one year are required has MRD approval for the lease been obtained?
- G. For staff quarter private leases have rental ceilings been respected?

16 STAFF QUARTERS

- A. Does the mission ensure that public funds are not used to make improvements which are the landlord's responsibility?
- B. Is each staff quarter inspected at least once a year by the MAO, and is a report compiled regarding condition of the property and government assets, fire/safety etc.?
- C. If grounds or pool maintenance is partially paid by the mission, is the basis for shared cost with the employee clear and in writing?