

PHREDS 2

LEASE, DISPOSAL & FORECAST

- PRID • Provide responsibility centre (RC). Provide identifier (ID), if assigned, otherwise blank.
- STATUS: check one
- Acquisition is new property that is being added to the inventory.
 - Renewal is a lease renewal.
 - Forecast is a financial forecast of costs related to specific property.
 - Disposal is a property that is to be removed from the inventory.

LEASE PROVISIONS CLAUSES du BAIL

Only information pertaining to the new lease contract should be reported in this section.

General clauses

- Start and end dates of the lease.
- Security and/or rent deposit detail must be provided.
- The notice date is the date by which DFAIT must notify the landlord of the Crown's intention upon expiry of the lease.
- Provide detail about the renewal clause.
- Provide detail about the Diplomatic clause and Early termination clause.
- Indicate whether a Restoration clause exists.
- Indicate whether Expansion/compression clauses exist.

Financial clauses

Only the clauses for which amounts are specified in the contract are to be reported here. Other non-specified costs will be captured in the FORECAST.

Monthly amounts are requested, regardless of whether the actual payment is made on a monthly, annual or lump sum basis.

- Include all lease clauses that have a specified cost.
- Record the currency and the monthly amount.
- Record the type of cost revision for this lease clause.
- CPI and INSEE refer to cost of living allowances as decreed by the local government.
- Record the frequency of cost revision and the first revision date.

DISPOSAL CESSION

This section is used to report all assets and liabilities associated with disposal of property.

- The disposal date for a leased property is usually the End Date of the lease.
- The disposal date for Crown owned property is the date the Crown relinquishes title.
- Disposal costs include repair, restoration, professional fees, and any other related costs. Zero cost must be reported.
- Details about the Security/Rent deposit must be provided for leased properties.
- If the property was sold, provide the sale price.
- If the property was sold, provide details of one or two appraisals or one letter of opinion in accordance with disposal guidelines.

FORECAST of EXPENDITURES for 5 YEARS PRÉVISION des DÉPENSES pour 5 ANNÉES

This table captures the total estimated cost for each property over a five year period and will be used as a foundation document to determine budgets in the Fall MYOP exercise for the following Fiscal Year.

- Required June 1 of every year from Mission for every property that has a PRID.
- PRID Forecasts will feed into the RO Summary pages where the costs will be rolled up with brief descriptions of the proposed projects. The principle new benefit here is the ability to forecast not only by RO but also by property.
- Send one copy for each PRID to MRSK by June 1.
- Attach one copy for each PRID to the MMP and send to MCBA.
- Complete all lines to reflect the total property costs.
- Include any and all proposed renovations, extensions or repairs forecasted for Crown-leased properties. Include items which may be funded by MRD.
- Include any and all proposed renovations, extensions or repairs forecasted for Crown-owned properties.
- If a lease is due to expire within the forecast period, an estimate of the appropriate costs for a replacement facility is required under all ROs noting acquisition costs under RO 40. Not necessary if there will not be a replacement.
- Forecasts are also required from the MRD project officer upon acquisition or lease renewal of Office Space or Official Residence.

Repair and
Upkeep
Renovations

Leased PRIDS

Office
and OR only