

**Property Management
Seattle Public Schools**

Mail Stop 23-310

P O Box 34165

Seattle, WA 98124-1165

Phone: 206-252-0633

Fax: 206-252-0632



Date: April 1, 2009

To: All Alignment Partners

From: Lisa Taylor, Office For Community Learning
Anny Cheung-Brothers, Property Management Office

Re: Alignment and Lease Applications

It is time to submit the Alignment and Space/Lease Applications for the upcoming school year. In the past, some providers have sent in late and/or incomplete applications, or late return of their signed leases, causing an unacceptable situation where some providers occupied District facilities without a lease.

Beginning this year, our goal is to complete the Alignment process, as well as the lease agreements (signed and finalized by the School District) no later than July 31 of each year, prior to schools start in the fall. In order to do so, we will need to receive **all** the required Alignment and Space/Lease Applications (complete with appropriate space use information and the school principal's signature) by the deadline, April 30, 2009 for this year's renewal process.

With this goal in mind, we will begin to implement the policy to charge full rent, if a provider received the lease agreement on time, but did not sign and return the agreement to the Property Management Office (PMO) by July 31, until such signed lease is received by the PMO; and, as a last resort, it can result in termination. The rent amount would depend on the type and size of space used. Based on the current usage and rates, the current base rent for majority of the current providers ranges from \$1,500 to \$3,000 per month. If the usage changes for an individual provider, their base rent will also change, along with CPI increase effective September 1.

If the properly completed Alignment and Space/Lease Applications are received by the District by April 30, it would allow the District sufficient time to process them and send the lease agreement to the provider by July 15 and the provider will have at least 2 weeks to review, sign and return the agreement for the District's final signature.

It is important that you or your staff take the time to complete the applications properly to avoid delay in processing your applications. Incomplete applications will be regarded as late returns and may not allow sufficient time to process your lease agreement on time. If you have questions when completing your applications, please feel free to contact Anny Cheung-Brothers at 206-252-0633 regarding the Space/Lease Application, or Lisa M. Taylor at 206-252-0990 regarding the Alignment documents.

Please convey this information to the appropriate staff and make sure that, if necessary, an alternate staff will be available to see the process through on a timely manner.

The Alignment Materials and Space/Lease Application can be downloaded at the website below under the menu link "Community Alignment Partner Materials":

<http://www.seattleschools.org/area/ocl/index.xml>

We thank you in advance for your cooperation and we look forward to working with you again.