Notification of Change in Leasing Terms and/or Price

(Attach copy of Lease Option Appraisal Form authorised by (EOC)/Service Director)

A. **GENERAL INFORMATION**

A.1 Lease Register number :

A.2 Lease description :

A.3 Original lease value :

A.4 Original lease term :

A.5 Number of years/months to run :

B. **CHANGE(S) IN TERMS AND CONDITIONS**

		Agreed	Proposed
B.1	Rental	:	:
B.2	Lease term	:	:
B.3	Payment method	:	:
B.4	Other changes	:	:

B.5 Does the change in Terms/ Conditions/ Price make the other Financing/Leasing options Favourable?

SAMPLE - DO NOT USE

C. **RECOMMENDATION**

C.1 Reasons for recommending acceptance :

C.2 Signatory to recommendation :

Authorisation	Authorised By	Signature	Date
Originator			
Service Director			

D. **AUTHORISATION**

Authorisation	Authorised By	Signature	Date
Originator			
Chairman of EOC/Service Director			