

Lease Renewal Checklist

- Signed two-party lease renewal document (enclosed).
- A copy of evidence of site control, such as a copy of the Deed, Quit-Claim, Title Insurance Policy, etc.
- If a Land Trust, must submit Exhibit L and a current copy of the Land Trust.
- If Lessor is an LLC, they must submit a copy of the IRS SS-4 Letter assigning the FEIN.
- If Lessor is an LLC, they must submit a copy of the page(s) from the LLC's Operating Agreement which lists its members.

AND

If you are not registered with the Illinois Procurement Gateway (IPG) please submit:

- Exhibit F Agreement of Subordination, Non-Disturbance, and Attornment;
- Exhibit G Disclosure Statement;
- Exhibit H Standard Certifications (if your information has not changed, you can sign the certificate of no change in place of this exhibit);
- Exhibit I Taxpayer Identification Number;
- IRS Form W9;
- Exhibit K Disclosure of Business Operations with Iran;
- Exhibit L Land Trust Beneficial Interest Disclosure Application;
- Exhibit M Disclosures and Conflicts of Interest (if your information has not changed, you can sign the certificate of no change in place of this exhibit);
- Exhibit N Subcontractor Disclosure;
- Exhibit O Subcontractor Standard Certifications; and
- A copy of your State Board of Elections' Business Entity Registration Certificate.

OR

If you are registered with the Illinois procurement Gateway (IPG) and have a valid IPG registration number, please submit:

- Forms B;
- Exhibit G Disclosure Statement;
- IRS Form W9;
- Exhibit N Subcontractor Disclosure;
- Exhibit O Subcontractor Standard Certifications; and
- A copy of your State Board of Elections' Business Entity Registration Certificate.