

**LEASE AGREEMENT
For Materials Stored Off-Site**

Project # _____

Project Title: _____

Institution/Agency/Department: _____

This **Lease Agreement** for materials stored off-site is made between the following entities:

LESSOR (*Name & Address*):

LESSEE (*Name & Address*):

1. The **Lessor** does hereby lease unto the **Lessee** the following storage space (*physical local*):

2. The **Lessor** does hereby lease unto the **Lessee** the above described space for the period of _____ to _____.

3. The **Lessor** does hereby lease unto the **Lessee** the above described space for the amount of \$_____._____.

4. The **Lessee** will at his expense obtain all perils insurance for the full value of the materials stored on/in the above described property.

5. The **Lessee** shall provide to the Bureau of Building, Grounds and Real Property Management, [501 North West Street, Suite 1401B, Woolfolk Building, Jackson, MS 39201] proper documentation of the materials stored in the above described space which shall include and not be limited to the *Consent of Surety, Bill of Sale* from the Manufacturer to the **Lessee**, a complete listing of the inventory stored in/on the above described property.

Witnessed by our hand:

Lessor: _____ **Date:** _____

Lessee: _____ **Date:** _____