**Section 2000.4040 Lease Administration**

a) Officials or employees of the departments for which the CPO will acquire leased space shall at no time, before or after a space request is submitted to the CPO or after a lease agreement is made, directly or indirectly contact lessors, offerors, or potential offerors for the purpose of making oral or written representation or commitments or agreements with respect to the terms of occupancy of particular space, tenant improvements, alteration and repairs, unless authorized by the CPO. Consequently, when it is ascertained by the CPO that an unauthorized contact has been made, lease acquisition action may be deferred until its nature and impact can be determined. Whenever an unauthorized contact is judged by the responsible Secretary of State leasing official to be detrimental to the State's interest, further leasing action may be suspended for such time as may be required to eliminate or minimize the detrimental impact.

b) Lessors, offerors, or potential offerors, or their agents, shall be referred to the appropriate Secretary of State office.

c) Departments shall not negotiate lease terms, negotiate settlements, withhold rentals, or vacate a leased property without the prior approval of the CPO. Departments are encouraged to deal with minor landlord/tenant problems (i.e., minor repairs, building comfort complaints, etc.) at a local level. Any significant difficulties shall immediately be reported to CPO for handling. All problems shall be noted on the local level on the forms provided by the CPO for this purpose and proper records maintained for use in the event a specific problem goes unresolved and further action is required.

d) Each department is responsible for budgeting sufficient money in appropriate line items to cover all obligations. Payments are to be made by the occupying Department and will not be considered the responsibility of the CPO.

e) Except when deemed by the CPO to be in the best interest of the State, no department may incur rental obligations before occupying the space rented.