

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FI-3230

For: State Office Employees Working in LRAT

Entering Multiple Rates in the Lease and Reimbursable Agreement Tracking (LRAT) System

Approved by: Associate Administrator, Operations and Management



1 Multiple Rates in a Lease

A Background

Some leases have multiple rental rates within their lease. The most common example of multiple rates is having a building at one rate and a warehouse or wareyard at a different rental rate. Previously these rates were handled in the “offset” field of the agreement section, or with multiple FSA-875 agreements in LRAT. Since we have merged the lease with the space portion of the agreements, these multiple rates must be handled differently.

B Purpose

This notice informs State Office LRAT users:

- the process for entering/updating multiple lease rental rates in the LRAT-Lease section has been revised until a permanent solution has been determined
- the “offset” field will no longer be used to enter/update multiple rates (only rounding adjustments).

C Action

State Offices shall follow the instructions until a permanent solution is in place, this will ensure that the lease can be entered or updated with multiple rental rates without any mismatch rent errors.

- Annual amount on the first page of the lease (Lease Detail Page) must be the annual amount of the general office space and the total rentable square feet (RSF) of the office.
- Fill out the individual and shared space pages according to the space of the building. Do not include warehouse and wareyard in these pages.

Note: Do not enter the total amount of the other rental rates in the “Other” fields in the pages or “offset” field.

Disposal Date	Distribution
April 1, 2015	State Offices

1 Multiple Rates in a Lease (Continued)

C Action (Continued)

- The Agency totals page should match the annual amount on Page 1. If there are any red errors stating a mismatch for annual rent, review the **individual** and **shared** space pages **or** use the “offset” field for minor rounding issues.
- Enter the total amounts to be charged for the warehouse or wareyard (or any other different rental rate) in the “COMMENTS” section for each Agency. **These additional rental rates will be added into the totals for the annual or monthly payments for each Agency by the headquarters accountants in FMFI.**

Note: Include the amount of square feet and rental rate for each, with the total amount to be charged for each Agency in the comments. The headquarters accountants will add these totals from the comments to the amount for each Agency in the “Agency Totals” section (amounts entered for space) to ensure the landlord receives the correct monthly payment.

- The annual amount entered on the Lessor Detail page should match the annual amount entered on the Lease Detail page (reflecting the office space).

D Contact

For questions about this notice, contact one of the following:

- **Midwest** region contact Lisa McGinnis, FRSG, by either of the following:
 - e-mail to **lisa.mcgininis@kcc.usda.gov**
 - telephone at 816-926-6134
- **Northwest and Southwest** regions contact Traci Hayes, FRSG, by either of the following:
 - e-mail to **traci.hayes@kcc.usda.gov**
 - telephone at 816-823-3192
- **Northeast and Southeast** regions contact Laura Quirk, FRSG, by either of the following:
 - e-mail to **laura.quirk@kcc.usda.gov**
 - telephone at 816-926-6973
- any State with general LRAT questions, contact Samantha Faught, FRSG, by either of the following:
 - e-mail to **samantha.faught@kcc.usda.gov**
 - telephone at 816-926-1446.