

NOTICE OF RENEWAL OF CONTRACT OR LEASE

For use of this form, see ER 405-1-12; the proponent agency is CERE-P

U.S. ARMY CORPS OF ENGINEERS
NOTICE OF RENEWAL OF CONTRACT OR LEASE FOR

No. _____

(Kind of service or property)

THE UNITED STATES OF AMERICA

To _____
You are hereby notified that under the provisions of paragraph _____, of { Contract } No. _____
Lease }

dated _____, between the United States of America and _____
(Name of Contractor or Lessor)

for _____ at _____
(Kind of service or description of property)

the United States of America elects to renew and extend for one year from _____, and by these presents does extend and renew
for such term the said { Contract } No. _____, above referred to, upon the same terms and conditions as therein

set out; and does hereby ratify, confirm, and adopt the said { Contract } and all the terms and conditions thereof for the year beginning
Lease } _____, and ending _____.

THE UNITED STATES OF AMERICA

By _____
(Official Capacity)

Receipt of the above notice is acknowledged this _____ day of _____.

(Contractor-Lessor)

By _____

RETURN OF SERVICE

STATE OF _____
COUNTY OF _____ } I, _____, _____
(Name) (Official Capacity)

served the within notice upon _____
(Contractor of Lessor)

_____, at _____, in the city of _____,
County of _____, State of _____

at _____ o'clock _____ M., on the _____ day of _____,

by reading the same to said { Contract } (or by offering to read the same to him/her which was waived) and
Lessor }

by leaving with the said { Contract } a true copy thereof. _____
Lessor } (Name)

(Official Capacity)

Subscribed and sworn to before me this _____ day of _____,

(Official Capacity)

The supplies and services to be obtained by this instrument are authorized by, are for the purpose set forth in, and are chargeable to, procurement
authority _____ the available balance of which is sufficient to cover cost of the same.

INSTRUCTIONS

Notice will conform with and be served in the number of days specified in the lease or contract. In computing the number of days' notice, the day on which the notice is served will be excluded and the last day included. Notice may be served by registered mail, the receipt to be attached to file copy, and notation of such method of service made on remaining copies. Completion of "return of service" on above form is necessary only where notice is served in person and contractor-lessor fails or refuses to acknowledge receipt, in which event the return will be sworn to before any Army officer authorized to administer oaths, or before a notary public, or other civil official so authorized.