

Building Operating Lease Notification Form
Leasehold Property Acquisition

Estates Area

PRG Approval Date
Board Approval Date

PRG Approval Ref.
Board Approval Ref.

Property Name & Address

Reason for Acquisition

Landlord

Date of Lease Lease Commencement Date

Term of Lease Leased Area

Annual Rent Total Value of Lease
(excl. service charge, insurance, etc)

Number of monthly payments Monthly Rent

Date of first payment Date of last payment

Payable in first year Payable in years 2-5 Payable in > 5 years

PSRA Return Site Code Block No.

Solicitor for HSE
Landlords Solicitor

Location of Lease Documents

Transaction Costs	Amount incl VAT	Paid Y/N	I/O No.	Notes
Agent Fees				
Legal Fees				
Other Costs (Specify)				
Other Costs (Specify)				

Signed Date

Send Completed form to: Local Finance Office

E-mail: Copy to: property@hse.ie