



This job aid provides information about the general process for lease amendments, renewals, and new contracts.

	<b>Description</b>	<b>How to Update FPMT</b>	<b>When to Enter</b>
<b>Amendment</b>	Amendment to an existing lease contract and it should reference the existing contract number.	Refer to the FPMT <a href="#">Lease/Receivable Lease Amendment</a> job aid for instructions on which tables and fields to update. Updates to the lease/receivable contract table must be made via the <a href="#">Lease Review</a> or <a href="#">Receivable Review</a> wizards.	When amendment is signed by all parties.
<b>Renewal</b>	A new contract has been signed for a facility that your agency is already leasing.	Use the <a href="#">Lease Renewal Wizard</a> or <a href="#">Receivable Lease Renewal Wizard</a> , as applicable. There is a specific job aid for <a href="#">Master Lease Renewals</a> . Receivable leases must be renewed at the same time as a master lease. Otherwise, they will be automatically deactivated.	Within 30 days of the new lease start date.
<b>New Lease Contract</b>	A new contract for a facility that the agency has not leased previously.	Use the <a href="#">Create Leased Facility Wizard</a> or <a href="#">Create Receivable Lease Wizard</a> , as applicable.	No earlier than 30 days before, and no later than 30 days after, the lease contract start date