

Approval and Execution Authority for Lease-Related Documents

Type of Document	The Regents as....	Approval and Execution Authority	Comments
Work Letter as an Addendum to Standard Form Lease Agreement (SFLA)	Tenant/ Landlord	Campus	Provided that the Work Letter used is the Standard Form or has been approved by the Office of General Counsel (OGC) – regardless of approval and execution authority of the lease.
Confirmation of Lease Terms as an Exhibit to the Lease	Tenant/ Landlord	Campus	Regardless of approval and execution authority of the lease.
Estoppel	Tenant	Campus	Provided that the Estoppel merely references and restates the terms of the lease and therefore does not modify the terms of the lease in any way. Any modifications to the lease should be reviewed with RESG.
Subordination, Non-Disturbance and Attornment	Tenant	Campus	Provided that RESG has reviewed the document and OGC has approved it as to form.
Consent to Assignment/ Sublease ③	Landlord	Campus – regardless of term or lease value remaining	Provided that the assignment/sublease does not modify the terms of the lease in any way and does not release the original Tenant from its lease obligations. Any modifications should be reviewed with RESG.
Assignment/ Sublease ③	Tenant acting as Assignor or Sublandlord	In accordance with delegated authority (based upon lease value & term remaining)	RESG review required.
Assignment/ Sublease ①②	Assignee or Subtenant	In accordance with delegated authority (based upon lease value and term remaining)	Such a transaction should be treated like a new lease.
Termination	Tenant in general follows the execution authority of the original lease	RESG (and possibly OGC) review required.
New month-to-month lease on SFLA ①③	Tenant/ Landlord	Campus	Provided the annualized monthly rental amount does not exceed Campus' delegated execution authority.

- ① Regardless of authority, the then current seismic safety policy and other life-safety considerations apply.
- ② Subject to all of the conditions set forth in the underlying lease.
- ③ Any material revisions are subject to RESG and OGC review and approval.