

## William Linkous III (Legal Services)

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**From:** Davis, Leslie <leslie.davis@spc.ga.gov>  
**Sent:** Thursday, June 8, 2023 1:15 PM  
**To:** William Linkous III (Legal Services)  
**Cc:** Van Stephens (Administration); Katie Crumley (Administration)  
**Subject:** RE: 9253 GPDC Gainesville/North  
**Attachments:** 9253-GPDC SPC Life Safety Review and CO Instruction Memo.docx; 9253 GPDC (Gainesville) FY23 LOI- FE-UPDATED.pdf; 9253 GPDC (Gainesville) FY24 Lease-FINAL.pdf; Signature Page Execution.pdf

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Mr. Linkous,

See attached memo regarding life safety and the lease to be executed. The lease cannot commence until a CO has been issued by the State Fire Marshall's Office. Please advise SPC once the inspection has been scheduled.

I revised the LOI to reflect the new room numbers and floor plans. Please see the new fully executed copy. Please execute two (2) copies of the original lease as follows:

1. Each lease **requires** a *minimum* of **THREE (3) SIGNATURES** (SEE: Signature Page Execution .pdf for reference);
2. Please **do not date** the document on Page One as it is dated by the last signatory.
3. The **SIGNEE** on behalf of the landlord should sign the leases by their entity title. Print the name and title below the signature.
4. Have the leases **WITNESSED** on the "Unofficial Witness" signature block. If we receive the document and it has not been witnessed, we will have to return it for completion.
5. Have the documents **NOTARIZED**. If we receive the document and it has not been notarized, we will have to return it for completion.
6. Return all two (2) originally executed leases. An original will be returned to you upon full execution.

Sincerely,



**Leslie S. Davis**

*Leasing Specialist 2*  
270 Washington Street SW  
Suite 2-129  
Atlanta, Georgia 30334  
Phone: (404) 652-1601  
Email: [leslie.davis@spc.ga.gov](mailto:leslie.davis@spc.ga.gov)

Our customers are very important. Please visit [www.howsmyservice.spc.ga.gov](http://www.howsmyservice.spc.ga.gov) and let us know if SPC met your needs and provided you with the customer care and service you requested.

IN WITNESS WHEREOF, the Parties have hereunto signed, sealed and delivered this Agreement in duplicate original on the day, month and year first above written, each of the Parties keeping one of the duplicate originals.

Signed, sealed and delivered  
as to Landlord in the presence of:

LANDLORD:

\_\_\_\_\_  
Unofficial Witness

By: \_\_\_\_\_

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Name: \_\_\_\_\_

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\_\_\_\_\_  
Notary Public

Title: \_\_\_\_\_

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My Commission Expires: \_\_\_\_\_

(Affix and Impress  
Notary Public Seal Here)

Attest: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed, sealed and delivered  
as to Tenant in the presence of:

TENANT:  
STATE PROPERTIES COMMISSION

\_\_\_\_\_  
Unofficial Witness

By: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Title: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(Affix and Impress  
Notary Public Seal Here)

Signed, sealed and delivered  
as to Occupying Agency in the presence of:

OCCUPYING AGENCY:

\_\_\_\_\_  
Unofficial Witness

By: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Title: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(Affix and Impress  
Notary Public Seal Here)