

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, of { Contract Lease } No.

dated, between the United States of America and (Name of

Contractor or Lessor) for (Kind of service or description of property)

at the United States of America elects to renew and extend

for one year from, 20, and by these presents does extend and renew for such

term the said { Contract Lease } No., above referred to, upon the same terms and conditions

therein set out; and does hereby ratify, confirm, and adopt the said { Contract Lease } and all the terms and conditions

thereof for the year beginning, 20, and ending, 20

THE UNITED STATES OF

By (Official Capacity)

Receipt of the above notice is acknowledged day of, 20

.....
(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, 20

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

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

.....
(Official Capacity)

Subscribed and sworn to before me this day of, 20

.....
(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 same.

(See reverse side for instructions)

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.