

### West Covina Lease Renewal

Franchise Tax Board (FTB) Staff recommends the approval of a Form 9 to renew an existing lease for the FTB District Office in West Covina, California. This lease expires in November of 2004. This office houses FTB Staff from the Collections, Audit, and Public Service areas. No tenant improvements beyond normal maintenance items, such as paint and carpet, are requested with the lease renewal. The new lease is expected to be a standard four year firm term, four year soft term lease. The Department of General Services requests a lead time of one year for standard lease renewals.