## Real Estate and Leasing Services Non-Collusion Certification Instructions Capital Assets Management

Real Estate and Leasing Services 2901 N. Stiles Ave., Room 305, Oklahoma City, OK 73105 – Phone: 405-521-2112

## **PURPOSE OF FORM**

- 1. All parties contracting for services with the state must sign a Contract Non-Collusion Certification (CAM-FORM-SL-289-E).
- 2. The lessor must declare if a current or former state legislator has a right of ownership or financial interest in the property. If a former legislator holds a financial interest, execution of the Lease Agreement will violate any provisions of the Oklahoma Constitution.
- 3. It is not necessary to have a Certificate of Non-Collusion signed on an annual basis if the lessor remains the same as the original lease.

Reference rule: OAC 260:95-1-6 and 260:95-1-7.

## **INSTRUCTION FOR PREPARATION OF FORM**

- 1. The form is necessary with a new contract or when there has been a change in the legal ownership of the property.
- 2. The form should be submitted to (new) property owner along with the Lease Agreement or the Notice of Change of Lessor form.
- 3. The form must be completed by the (new) property owner with the appropriate signature.