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[Home](#) > Contracts, Leases, and Franchises

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## **.18 Contracts, Leases, and Franchises**

- **.18.1 Lease For County Use**

Leases of real property for use by a county department may be granted only upon proper authority of the Board of Supervisors. Copies shall be filed with the County Clerk and the County Finance Director.

- **.18.2 Payments**

Payment shall be made by the Department to the lessor as specified by the lease.

- **.18.3 Termination**

Notification of termination of such lease shall be made in writing by the department head (user) immediately upon termination. Notice shall be filed with the County Clerk and the County Finance Director.

- **.18.4 County Owned Real Property**

When County owned real property is leased or sold, such shall be documented in writing and presented to the County Counsel for processing.

- **.18.5 Collection of Rents and Royalties**

The County Finance Director shall be charged with the responsibility of the collection of all rents and royalties other than airport rents. He shall maintain control accounts on all accounts receivable from leases and franchises.

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**Source URL (modified on Apr 4 2016 - 3:44pm):** <http://www.countyofglenn.net/contracts-leases-and-franchises>