



Legislature of the Virgin Islands

P.O. Box 1690, Emancipation Garden Station

St. Thomas, U.S. Virgin Islands 00804

TEL: (340) 774-2478

POST AUDIT DIVISION

July 31, 2026

MEMORANDUM:

TO: Honorable Novelle E. Francis, Jr.
Chairperson,
Committee on Budget, Appropriations and Finance
36th Legislature of the Virgin Islands

FROM: Post Audit Division

SUBJECT: Lease Agreement

LESSOR: Department of Property & Procurement

LESSEE: L.J. Auto Repair, LLC d/b/a L.J. Auto Repair

PREMISES: A portion of Parel No. 22 Revised Submarine Base, No. 6 Southside Quarter, St. Thomas, U.S. Virgin Islands, consisting of 3,400 U.S. sq. ft. or 0.078 U.S. acre(s) of semi-improved land more-or-less.

TERM: Twenty (20) year period, with an option to renew for two (2) ten (10) year periods. The initial lease term commences on the first day of the month following approval by the Legislature and the Governor of the Virgin Islands.

PURPOSE: The property will be used for a garage and auto repair shop, subject to these conditions:

- A. Lessee agrees no vehicles—operable, inoperable, or awaiting repair—shall be parked, stored, or left unattended outside the Premises. Lessee also shall not block or interfere with public or shared driveways, access lanes, fire lanes, or common areas.
- B. Non-compliance, including parking outside the Premises or blocking driveways, is a material breach.
- C. After written notice of violation, the Lessee has one day to fix it. Repeated violations (three or more) after notice may lead to immediate lease termination.

Honorable Novelle E. Francis, Jr.
Lease Agreement between Property & Procurement and L.J Auto Repair, LLC d/b/a L.J. Auto Repair

LEASE SUMMARY

BACKGROUND: L.J. Auto Repair is a local, family-owned mechanic shop in St. Thomas specializing in oil changes, brake services, and engine tune-ups.

REQUIRED SUPPORTING DOCUMENTATION

DOCUMENT	EXPIRATION DATE
Business License	7/31/2026
Trade Name Registration	7/21/2027
Certificate of Liability Insurance	10/02/2026
Certificate of Good Standing	6/30/2026

PAYMENT TERMS

The lease requires an annual rent of \$24,000, payable in equal monthly installments of \$2,000, due on the first day of each month during the term of the lease. After the first year of the initial term, and every year thereafter, including any renewal term, the rent will be adjusted based on the Consumer Price Index, but the increase will not exceed 3% over the previous year's rent. Additionally, the rent will never be reduced below the original annual rent of \$24,000. A late charge of 10% of the monthly payment will be assessed if the rent is not paid within ten (10) days of the due date.

IMPROVEMENTS

Lessee shall not erect any improvements on the Premises or alter the Premises in any way without the prior written consent obtained in each and every case from the Commissioner of Property and Procurement; in addition to whatever other licenses or permits are deemed necessary.

Lessee agrees to keep the said Premises and appurtenances as repaired, in a clean, sightly, and tenantable condition, and to return said Premises to Lessor upon the expiration or other termination of this Lease, in as good condition as it was since the last repairs were made, less reasonable wear and tear from intervening use.

LIABILITY INSURANCE

Under the terms of the Lease, the Lessee agrees to:

- Keep in force a policy of public liability and property damage insurance with limits of not less than:
 - One Million Dollars (\$1,000,000.00) property damage,
 - One Million Dollars (\$1,000,000.00) for one person injured or killed, and
 - One Million Dollars (\$1,000,000.00) for any number of persons injured or killed in any one accident.
- All of the said insurance shall be in a form satisfactory to Lessor and shall provide that it shall not be subject to cancellation, termination, or change, except after thirty (30) days prior written notice to Lessor.

Honorable Novelle E. Francis, Jr.

Lease Agreement between Property & Procurement and L.J Auto Repair, LLC d/b/a L.J. Auto Repair

ADDITIONAL INFORMATION

Detailed information on the following items can be found in the attached lease document:

Items	Page
• Improvements	4 – 5
• Mechanic's Lien	5
• Insurance and Indemnity	5 – 6
• Entry by Lessor	6
• Condemnation	7
• Cancellation, Termination, Assignment, and Transfers	8 – 9
• General Terms and Conditions	9 – 13

EXECUTIVE BRANCH APPROVALS

Signee	Title	Department	Date of Signature
Lisa M. Alejandro	Commissioner	Department of Property & Procurement	5/19/2026
Daniel Morris	Assistant Attorney General	Department of Justice	5/21/2026
Honorable Albert Bryan Jr.	Governor	Office of the Governor	5/28/2026

CONCLUSION

The Department of Property and Procurement has entered into a lease agreement with L.J. Auto Repair, LLC d/b/a L.J. Auto Repair for the operation of a garage and auto repair shop, subject to conditions. L.J. Auto Repair Business License expired on July 31, 2026, and the Certificate of Good Standing expired on June 30, 2026. The Department of Property and Procurement has confirmed that the terms and conditions of this lease are consistent with those applied in other similar leases issued by the Department. According to the Department, this agreement complies with all relevant policies and regulations. Based on this confirmation, the Post Audit Division recommends the approval of the lease between the Department of Property and Procurement and L.J. Auto Repair, LLC d/b/a L.J. Auto Repair.

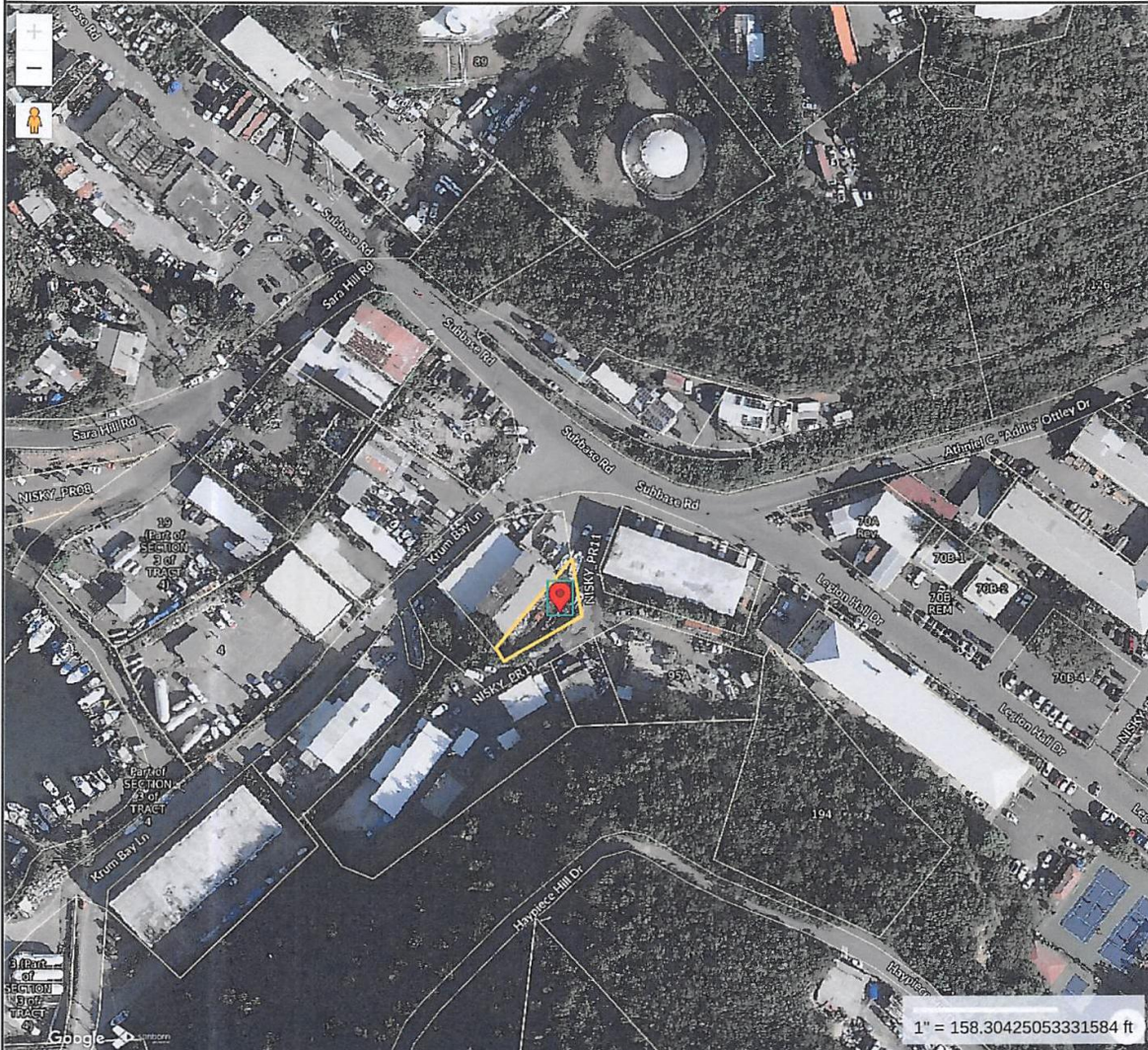


Theodora Philip, DBA.
Post Auditor

Honorable Novelle E. Francis, Jr.
Lease Agreement between Property & Procurement and L.J Auto Repair, LLC d/b/a L.J.
Auto Repair

APPENDIX I

A portion of Parcel No. 22 Submarine Base, No. 6 Southside Quarter, St. Thomas, US
Virgin Islands



Property Information

Property ID 407800014700
Location 19 20 22 22-C & 22-D OF 2 CARLTON
Owner FIRST PENTECOSTAL CHURCH INC

EXHIBIT B



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

US Virgin Islands makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 04/2025
Data updated 09/2024

Print map scale is approximate.
Critical layout or measurement
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this resource.