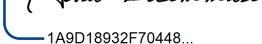




GSA Public Buildings Service

March 21, 2022

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: GINA DITOMMASO 
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING - PR

SUBJECT: LEASING ALERT (LA-22-02) – Temporary Guidance on
Renewal Options Added Post Award

1. **Purpose.** This Leasing Alert amends the guidance related to renewal options that are added post-award, as currently provided under the following two policies:

- Leasing Alert (unnumbered) “Adding Renewal Options Following Lease Award,” issued May 20, 2014
- Leasing Desk Guide Chapter 9, Renewal Options, revised September 30, 2020.

Specifically, this Leasing Alert *temporarily* removes the requirement to seek approval from the Assistant Commissioner of the Office of Leasing when adding a second renewal option, up to five (5) years in length, to an existing lease. This policy is being issued in response to customer agencies’ continued uncertainty regarding their long-term space requirements, as a result of the COVID-19 pandemic.

This guidance also aligns with Leasing Alert LA-21-06, Strategic Direction on Lease Terms During and Following the COVID-19 Pandemic, jointly issued by the Office of Leasing and the Office of Portfolio Management and Customer Engagement on May 7, 2021, which recommended short-term leases for agencies that were able to submit their short term lease requirements but are still determining their long term space requirements. Allowing regions to add a second renewal option will reduce the potential for multiple short-term lease extensions.

2. **Effective Date.** This Leasing Alert is effective as of the date of issuance and is effective for two (2) years, unless modified, canceled, or reissued.

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3. **Cancellation.** None.

4. **Applicability.** This Leasing Alert is mandatory and applies for all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other federal agencies.

5. **Instructions and Procedures.** While regions are not required to obtain national office approval to add a second renewal option (up to five years in length), they must still follow the other guidelines outlined under the two renewal policies referenced under paragraph 1 of this Leasing Alert, including, but not limited to:

- Prohibition against adding options to leases that have expired
- Prohibition against adding options to leases that have existing fire and life safety deficiencies unless the lessor agrees to correct the deficiencies as part of the renewal process
- Prohibition against increasing the square footage
- Requirement to follow the steps outlined under sections 5 and 6 of Leasing Desk Guide Chapter 9.