August 29, 2022

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

FROM: CROFTON WHITFIELD
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Revisions to Leasing Desk Guide, Chapter 2, New or Replacing Lease

1. **Purpose.** This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide (LDG), Chapter 2, New or Replacing Lease.

2. **Effective Date.** This LAC and attachments are effective immediately.

3. **Applicability.** This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.


5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2022-03 Summary and Filing Instructions
LAC-2022-03 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2022-03 issues the policy listed below:

*Leasing Desk Guide Chapter 2 (Revised), New or Replacing Lease*

This revised chapter issues a revised Leasing Desk Guide Chapter 2 which reflects updated policy and practices for new lease actions and replacing lease actions. It also removes attachments.

**LDG Filing Instructions**

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