MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE ACQUISITION - PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 14, *Lease Construction*.

2. **Effective Date.** Immediately.

3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.

4. **Cancellation.** None.

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

Attachment 1, Summary and Filing Instructions
Attachment 2, Loose-leaf Leasing Desk Guide
LAC-2011-06 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-06 issues the policies listed below:

**Desk Guide Chapter 14, Lease Construction**

This chapter provides instructions for lease construction, including the application of Design Excellence in lease construction.

**LDG Filing Instructions**

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LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.