



DEC 17 2010

LAC-2010-03

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS  
REGIONAL REALTY SERVICES OFFICERS

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

A handwritten signature in black ink, appearing to be "SJM", written over the typed name of Samuel J. Morris, III.

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues two Leasing Desk Guide (Desk Guide) chapters entitled Succeeding Lease, Superseding Lease; and Change in Square Footage—Expansion and Reduction.
2. **Effective Date.** The chapters issued by this LAC are effective 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.**
  - a. Realty Services Letter, RSL 2008-07, Special Aspects of Contracting for Succeeding Leases, dated September 26, 2008 is canceled.
  - b. The Revised Carpet Specifications issued by LAC-2010-02, dated October 27, 2010 is canceled pending further revisions by the PBS Office of Design and Construction. The solicitation for offers will revert back to the carpet specifications dated August 2008.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

**LAC-2010-03 SUMMARY AND FILING INSTRUCTIONS**

Lease Acquisition Circular (LAC) 2010-03 issues the policies listed below:

**Desk Guide Chapter 5, Succeeding Lease, Superseding Lease**

The succeeding lease procurement process has some marked distinctions from new and replacing lease procurements; however, many more similarities exist than differences. This chapter highlights the distinctions. Refer to Chapter 2, New or Replacing Lease, for a comprehensive discussion of the lease procurement process and supplement that information with the guidance in this chapter for a succeeding lease.

**Desk Guide Chapter 6, Change in Square Footage—Expansion and Reduction**

This chapter guides the Leasing Specialist and Lease Contracting Officer through the process of changing square footage during the course of a lease.

**LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Table of Contents	TOC-ii	TOC-ii
Desk Guide Chapter 5, Succeeding Lease, Superseding Lease	None	5-i – 5-xx
Desk Guide Chapter 6, Change in Square Footage—Expansion and Reduction	None	6-i – 6-xx

**LOOSE-LEAF LEASING DESK GUIDE**

The Desk Guide issuances follow this page.