



LAC-2013-06

November 21, 2013

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING SERVICES OFFICERS

FROM: JAMES C. WISNER
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

A handwritten signature in black ink, appearing to be "J. Wisner", written vertically to the right of the "FROM:" line.

SUBJECT: Appendix B: Lease File Checklists

1. **Purpose.** This Lease Acquisition Circular (LAC) issues a correction to the Leasing Desk Guide (Desk Guide) Appendix B, Lease File Checklists. Tab Number's 8, 9, and 10 were inadvertently omitted from the lease file checklist of the Succeeding Lease/Superseding Lease Model in Leasing Desk Guide Appendix B. LAC-2013-06 issues the previously omitted page.
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.
4. **Cancellation.**
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2013-04 Summary and Filing Instructions

Attachment 2, Loose Leaf Leasing Desk Guide

LAC-2013-06 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2013-06 issues the policies listed below:

Tab Number's 8, 9, and 10 were inadvertently omitted from the lease file checklist of the Succeeding Lease/Superseding Lease Model in Leasing Desk Guide Appendix B. LAC-2013-06 issues the previously omitted page.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Appendix B, Lease File Checklists	B-i, B-15 – B-22	B-i, B-15 – B-23

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.