



JUL 31 2014

LAC-2014-03

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASING SERVICES OFFICERS

FROM: *for* JAMES C. WISNER *J. Kenneth Fullert*
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Reissuance of Realty Services Letters

1. Purpose. This Lease Acquisition Circular (LAC) reissues expiring Realty Services Letters (RSLs) and creates a common expiration date for all RSLs.
2. Background. RSLs expire after one year or a period of years.
3. Effective Date/Expiration Date. This reissuance of RSLs is effective immediately and will expire on July 31, 2018. The RSLs listed in the attachments may be modified or canceled prior to the July 31, 2018 date.
4. Cancellation. RSL-2010-01, Reissuance of Realty Services Letters, is canceled and replaced by this LAC. In addition, Attachment 1 is a list of canceled RSLs that was replaced by LACs and/or the Leasing Desk Guide.
5. Applicability. This LAC applies to all real property leasing activities.
6. Instructions/Procedures. Attachment 2 lists all reissued RSLs that are available on PBS Insite, accessible through the PBS Portal at <http://pbsportal.pbs.gsa.gov>, by selecting Leasing, Leasing Desk Guide/Forms, Realty Services Letters. RSLs are also available on www.gsa.gov/PBS/leasing under Realty Policy and Tools.

Attachment 1 – List of Cancelled RSLs

Attachment 2 – Reissued RSLs

Attachment 1 – List of Cancelled RSLs

Date Issued	RSL Number	Subject	Cancelled
09/28/2010	RSL-2010-02	Energy Star® Requirement for Lease Acquisition with attachments 1–3	July 31, 2014
04/29/2009	RSL-2009-02	Revising GSA Form 3626, U.S. Government Lease for Real Property	July 31, 2014
08/22/2008	RSL-2008-04	Revised Solicitation for Offers Template, Revised Form 1364, Security Unit Price List	July 31, 2014
06/13/2008	RSL-2008-01	Fire and Casualty Damage Clause Modification	July 31, 2014
12/27/2007	RSL-2007-12	Green Lease Policies and Procedures for Lease Acquisition	July 31, 2014
10/23/2007	RSL-2007-10	Leasing Delegations Approval and Oversight	July 31, 2014
01/29/2007	RSL-2007-01	Updated Lease Representations and Certifications	July 31, 2014
05/10/2006	RSL-2006-02	Mandatory Use of eLease (amended)	July 31, 2014
11/29/2005	PQ-2005-11	Lease Security Standards	July 31, 2014
11/14/2005	PQ-2005-09	Revised General Clauses	July 31, 2014
06/28/2005	PQ-2005-06	Revised Lease File Checklist and Guidance	July 31, 2014
05/04/2005	PQ-2005-04	Fire Protection, Life Safety and Environmental Procedures in Lease Acquisition	July 31, 2014
02/15/2005	PQ-2005-03	Annual Review of STAR User Access to Ensure Proper Segregation of Duties and Electronic Data Security	July 31, 2014
09/21/2001	PX-2001-03	Guidance on Use of the SFO and Lease Forms	July 31, 2014
08/18/1995	PER-95-03	Simplified Procedures for Acquisition of Leasehold Interests in Real Property	July 31, 2014

Attachment 2 – Reissued RSLs

Date Issued	RSL Number	Subject	Extended
08/12/2009	RSL-2009-06	Acquisition Planning for Leases Revised	July 31, 2018
06/02/2009	RSL-2009-04	Process for Lease Actions Funded by the American Recovery and Reinvestment Act (ARRA)	July 31, 2018
02/19/2009	RSL-2009-01	Posting of Justifications for Other than Full and Open Competitions on the Federal Business Opportunities ("FedBizOpps") Website	July 31, 2018
09/26/2008	RSL-2008-07	Special Aspects of Contracting for Succeeding Leases	July 31, 2018
08/22/2008	RSL-2008-06	Procedures for FEMA Emergency and Disaster Leases	July 31, 2018
08/22/2008	RSL-2008-05	Price Preference for Historic Properties in Lease Acquisitions	July 31, 2018
08/20/2008	RSL-2008-03	Revised Policy on the Determination of Operating or Capital Lease Classification for Budget Scorekeeping Purposes	July 31, 2018
10/30/2007	RSL-2007-11	Free Space in a Leased Location	July 31, 2018
10/23/2007	RSL-2007-09	Tax Adjustment Clause Enforcement	July 31, 2018
03/30/2007	RSL-2007-06	Tenant Improvement Project Management Support	July 31, 2018
03/19/2007	RSL-2007-05	Tenant Improvement Costs/ Reimbursable Work Authorization Tracker and Agency Concurrence for RWA Expenditure	July 31, 2018
03/19/2007	RSL-2007-04	Price Reasonableness Determinations and Notices to Proceed for Tenant Improvements Supplemental Lease Agreement for Excess TI's	July 31, 2018
03/19/2007	RSL-2007-03	Tenant Improvements Schedule and Submittals Revisions in the Solicitation for Offers	July 31, 2018
11/28/2006	RSL-2006-09	Lease SFO Revisions for National Broker Contract	July 31, 2018

Date Issued	RSL Number	Subject	Extended
10/30/2006	RSL-2006-07	Airport Leasing for the TSA	July 31, 2018
10/06/2006	RSL-2006-06	Central Contractor Registration and Electronic Funds for Lease Payments - Supplemental Guidance	July 31, 2018
05/31/2006	RSL-2006-03	Accessibility in New Construction Lease Space	July 31, 2018
07/29/2005	PQ-2005-07	Central Contractor Registration	July 31, 2018
05/13/2005	PQ-2005-05	Lease SFO Revisions for National Broker Contract	July 31, 2018
01/18/2005	PQ-2005-01	Obtaining and Disseminating Schedules of Lease Periodic Services Other than Daily, Weekly or Monthly	July 31, 2018
08/02/2004	PQ-2004-03	Initial Cataloging of Lease Files	July 31, 2018
08/13/2003	PE-2003-05	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property Clarification and SFO Revision	July 31, 2018
07/01/2003	PE-2003-03	"Office Hoteling" Leasing	July 31, 2018
06/30/2003	PE-2003-02	Adjusting Discount Rates and Inflation Rates for Lease Offer Analysis	July 31, 2018
03/14/2003	PE-2003-01	Rural Development Act Compliance	July 31, 2018
03/28/2002	PE-2002-03	Relocation Assistance for Lease Construction	July 31, 2018
02/21/2002	PE-2002-02	Regional Real Estate Peer Review	July 31, 2018
12/21/2001	PX-2001-05	Lease File Secure Storage	July 31, 2018
07/03/1996	PER-96-03	Appraisal Requirements for Lease Acquisition	July 31, 2018
12/20/1995	PER-95-06	Executive Order 12072/ Implementation of Urban Location Policy	July 31, 2018
09/13/1994	PQRP-94-07	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property	July 31, 2018
06/24/1993	PQRP-93-02	Document Requirements for Non-Recurring Lease Payments Pursuant to the Prompt Payment Act	July 31, 2018