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

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

SUBJECT: 	Revisions to Leasing Desk Guide, Chapter 5, Succeeding Lease, Superseding Lease

1. Purpose. This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide (Desk Guide), Chapter 5 (Revised), Succeeding Lease, Superseding 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-2014-07 Summary and Filing Instructions
Attachment 2, Loose Leaf Leasing Desk Guide
LAC-2014-07 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2014-07 issues the policy listed below:

Leasing Desk Guide Chapter 5 (Revised), Succeeding Lease, Superseding Lease

This revised chapter incorporates additional lease guidance on the succeeding/superseding lease process and includes various scenarios to highlight the difference between a succeeding and superseding lease. In addition, this revised chapter incorporates guidance from RSL 2008-07, Special Aspects of Contracting for Succeeding Leases, and its five attachments; RSL 2009-01, Posting of Justifications and the proper measurement for posting over 10,000 square feet; and Historic Preservation Act review process. This chapter highlights key elements of the Office of Management and Budget “Freeze the Footprint” policy; general guidance on ways to protect the government’s financial interests in the absence of an executed Occupancy Agreement; and incorporates policy language that a Request for Lease Proposal must be issued even when it is a sole source succeeding lease action.

LDG Filing Instructions

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LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.