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LAC-2014-07

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.
4. **Cancellation.** None.
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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Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
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LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.