



December 21, 2016

LAC-2017-01

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS  
REGIONAL LEASING DIRECTORS  
REGIONAL LEASE ACQUISITION OFFICERS

12/21/2016

 James C. Wisner

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Signed by: JAMES WISNER

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 (LDG), Chapter 5, 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.** LDG Chapter 5 revised December 23, 2014.
- 5. Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2017-01 Summary and Filing Instructions

## LAC-2017-01 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2017-01 issues the policy listed below:

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

This updated chapter issues a revised Leasing Desk Guide Chapter 5 which reflects updated policy and practices for succeeding and superseding lease actions. Among the changes include the following:

- Replacement of the succeeding lease model with Global templates.
- Clarification of what can be considered full and open procurement when we intend to find alternative sources but can only find one potential source, which is the current lessor.
- Additional language regarding the space acceptance process including situations where lease expiration is anticipated before work under the succeeding lease can be completed.
- Minor updates to the succeeding lease language within the FBO template.

### **LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 5 (Revised), Succeeding Lease, Superseding Lease	<b>5-i – 5-34</b>	<b>5-i – 5-36</b>