December 21, 2016

LAC-2017-01

MEMORANDUM FOR:  REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS
12/21/2016

X James C. Wisner

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**

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