MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE ACQUISITION - PR

SUBJECT: Leasing Desk Guide

1. Purpose. This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide Appendix E, Accessibility Standards).

2. Effective Date. Immediately.

3. Applicability. The Desk Guide applies to all 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, Summary and Filing Instructions
Attachment 2, Loose-leaf Leasing Desk Guide
LAC-2011-01 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-01 issues the policies listed below:

Desk Guide Appendix E, *Accessibility Standards*

This appendix provides the GSA policy implementing the Architectural Barriers Act Accessibility Standard (ABAAS).

**LDG Filing Instructions**

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LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.