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) Chapter 7, *Lease Extensions*.

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.

4. **Cancellation.** None.

5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide
LAC-2011-03 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-03 issues the policies listed below:

Desk Guide Chapter 7, Lease Extensions

This chapter provides GSA policy regarding when extensions are appropriate and how to execute them.

LDG Filing Instructions

<table>
<thead>
<tr>
<th>Part</th>
<th>Remove Pages</th>
<th>Insert Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>TOC-I – TOC-ii</td>
<td>TOC-I – TOC-ii</td>
</tr>
<tr>
<td>Chapter 7, Lease Extensions</td>
<td>None</td>
<td>7-i – 7-6</td>
</tr>
</tbody>
</table>
LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.