MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

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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 3, Simplified Lease Acquisition, and Chapter 8, Alterations in Leased Space.

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-2011-07 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-07 issues the policies listed below:

**Desk Guide Chapter 3, Simplified Lease Acquisition**

This chapter provides Lease Reform implementing instructions for the acquisition of lease space under the simplified lease acquisition threshold.

**Desk Guide Chapter 8, Alterations in Leased Space**

This chapter provides policy and procedures for post occupancy layout modifications requested by an agency during the lease term.

**LDG Filing Instructions**

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The Desk Guide issuances follow this page.