MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: JAMES C. WISNER
ACTING ASSISTANT COMMISSIONER FOR OFFICE FOR REAL
ESTATE ACQUISITION – PR

SUBJECT: Leasing Desk Guide

1. Purpose. This Lease Acquisition Circular issues the Leasing Desk Guide (Desk Guide) Chapter 9 entitled Renewal Options.

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-2011-08 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-08 issues the policies listed below:

**Desk Guide Chapter 9, Renewal Options**

This chapter outlines the required actions the Leasing Specialist or Lease Contracting Officer must take to obtain, evaluate, and exercise a renewal option. It addresses the renewal of both evaluated and unevaluated options.

**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>None</td>
<td>TOC-i</td>
</tr>
<tr>
<td>Chapter 9: Renewal Options</td>
<td>None</td>
<td>9-i – 9-6</td>
</tr>
</tbody>
</table>
LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.