MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

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SUBJECT: Leasing Desk Guide

1. Purpose. This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 11, Prospectus-Level Leases.

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-2011-09 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the chapter listed below:

Desk Guide Chapter 11, *Prospectus-Level Leases*

This chapter of the Leasing Desk Guide, issued jointly by the General Services Administration (GSA) Public Buildings Service Office of Real Estate Acquisition and Office of Real Property Asset Management, provides guidance relating to laws, regulations, and policies impacting GSA’s Capital Investment and Leasing Program for leases. This chapter includes information on GSA’s statutory authority, the method for calculating whether a lease exceeds the prospectus threshold, definitions of key terms, and several fundamentals of lease prospectuses and related matters. Information on alterations in leased space also is provided.

**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 11, Prospectus-Level Leases</td>
<td>None</td>
<td>11-i -- 11-13</td>
</tr>
</tbody>
</table>
LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.