



# Table of Contents

<b>Introduction: General Information, Lease Authorities, and Responsibilities</b> .....	i
<b>Chapter 1: Requirements Development</b> .....	1-i
<b>Chapter 2: New or Replacing Lease</b> .....	2-i
<b>Chapter 3: Simplified Lease Acquisition</b> .....	3-i
<b>Chapter 4: Streamlined Lease</b> .....	4-i
<b>Chapter 5: Succeeding Lease, Superseding Lease</b> .....	5-i
<b>Chapter 6: Change in Square Footage—Expansion and Reduction</b> .....	6-i
<b>Chapter 7: Lease Extension</b> .....	7-i
<b>Chapter 8: Alterations in Leased Space</b> .....	8-i
<b>Chapter 9: Renewal Options</b> .....	9-i
<b>Chapter 10: Lease Holdovers, Standstill Agreements, and Condemnations</b> .....	10-i
<b>Chapter 11: Prospectus-Level Leases</b> .....	11-i
<b>Chapter 12: Disaster Leasing</b> .....	12-i
<b>Chapter 13: Source Selection</b> .....	13-i
<b>Chapter 14: Lease Construction</b> .....	14-i
<b>Chapter 15: Hoteling</b> .....	15-i
<b>Chapter 16: National Broker Contract Leases</b> .....	16-i
<b>Chapter 17: Lease Administration</b> .....	17-i



---

<b>Chapter 18: Sustainability and Environmental Considerations</b> .....	18-i
<b>Chapter 19: Security</b> .....	19-i
<b>Chapter 20: On-Airport Leasing for TSA and Other Agencies</b> .....	20-i
<b>Chapter 21: Warehouse Leases</b> .....	21-i
<b>Chapter 22: Automated Advanced Acquisition Program (AAAP)</b> .....	22-i
<b>Appendix A: Glossary of Terminology</b> .....	A-1
<b>Appendix B: Lease File Checklists</b> .....	B-i
<b>Appendix C: Templates, Forms, and Other Guidance</b> .....	C-i
<b>Appendix D: Fire Protection and Life Safety</b> .....	D-i
<b>Appendix E: Accessibility Standards</b> .....	E-i
<b>Appendix F: Determination of Operating or Capital Lease Classification for Budget Scoring</b> .....	F-i
<b>Appendix G: Seismic Safety in Leasing</b> .....	G-i
<b>Appendix H: Parking Acquisition</b> .....	H-i