

RCs, LSOs, Leasing Directors, and all,

We are receiving some reports that some recently-awarded leases do not contain the most recent General Clauses (GSA Form 3517B). As a reminder, GSA associates must utilize the most recent lease forms, such as GSA Form 3516A, GSA Form 3517B, GSA Form 3518, and the appropriate version of the GSA Form 1364, in our leasing process and/or leases. These forms can be found on the National Office of Leasing Google webpage at <https://sites.google.com/a/gsa.gov/office-of-leasing/lease-forms>.

If you have any questions, please call me at [202-501-2454](tel:202-501-2454).

Thank you.

John D. Thomas