MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: LEASE ACQUISITION CIRCULAR Revisions to LDG Chapter 17, Lease Administration

1. **Purpose.** This Lease Acquisition Circular (LAC) issues revisions to LDG Chapter 17, Lease Administration, to replace guidance under part 10, System for Award Management (SAM), previously issued via Leasing Alert FY18-02. The new guidance now provides detailed SAM instructions.

2. **Background.** None.

3. **Effective Date.** This LAC is effective as of the date of issuance unless modified, canceled, or reissued.

4. **Cancellation.**
   
a) LDG Chapter 17, Lease Administration, revised via Leasing Alert FY18-02
b) Leasing Alert - Change of Ownership, issued August 30, 2016

5. **Applicability.** This LAC and its attachments apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

6. **Instructions and Procedures.**

Attachment 1: LAC-2019-03 Summary and Filing Instructions
Attachment 2, LDG Chapter 17, Lease Administration
LAC-2019-03 Summary and Filing Instructions

LAC-2019-03 issues the policy listed below:

**Leasing Desk Guide Chapter 17 (Revised), Lease Administration**

This Leasing Alert revises Leasing Desk Guide Chapter 17 as follows:

a. Replaces guidance under part 10, System for Award Management (SAM), previously issued via Leasing Alert FY18-02. The new guidance now provides detailed SAM instructions.

b. Revises guidance under part 11.d, Novation Agreement or Lease Assumption and Assignment:
   1. Removes GSA Form 3518-SAM as a submittal requirement, in accordance with Leasing Alert FY18-01.
   2. Incorporates and revises guidance under Leasing Alert entitled “Change of Ownership” issued August 30, 2016, regarding the effective date of Novations and the disposition of rents during the Novation process.

c. Updates to part 11.e, Changes in Payment. Section no longer titled Changes in Payee and describes limited circumstances for changes in payment and/or payee.

**LDG Filing Instructions**

<table>
<thead>
<tr>
<th>Part</th>
<th>Remove Pages</th>
<th>Insert Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 17, Lease Administration</td>
<td>17-i – 17-63</td>
<td>17-i – 17-66</td>
</tr>
</tbody>
</table>