



LAC-2019-03

August 30 2019

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

FROM: JOHN D. THOMAS  
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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**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 17, Lease Administration	17-i – 17-63	17-i – 17-66

**COVER PAGE FOR ATTACHMENT 2**