



LAC-2019-04

November 22, 2019

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

FROM: JOHN D. THOMAS
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LEASING - PR

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SUBJECT: LEASE ACQUISITION CIRCULAR (LAC) Revision to LDG
Chapter 17, Lease Administration

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues a revision to LDG Chapter 17, Lease Administration, by revising the Assignment of Claims template under Attachment 10 and by removing the Notice of Assignment of Claims (Rent) template under Attachment 11, including references to this template within the chapter.
- 2. Background.** Office of General Counsel (OGC) has determined that the Assignment of Claims templates originally listed under Attachments 10 and 11 of this desk guide are not in conformance with the requirements under the Federal Acquisition Regulation (FAR) subpart 32.8, Assignment of Claims. This revision corrects the Assignment of Claims template and removes the Notice of Assignment of Claims (Rent) template, which is not in conformance with FAR.
- 3. Effective Date.** This Leasing Alert is effective as of the date of issuance unless modified, canceled, or reissued.
- 4. Cancellation.** LDG Chapter 17, Lease Administration, revised via LAC 2019-03.
- 5. Applicability.** This Leasing Alert 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-2019-04 Summary and Filing Instructions
Attachment 2: LDG Chapter 17, Lease Administration

LAC-2019-04 Summary and Filing Instructions

LAC-2019-04 issues the policy listed below:

Leasing Desk Guide Chapter 17 (Revised), Lease Administration

This LAC issues a revised Leasing Desk Guide Chapter 17 that revises the Assignment of Claims template (Attachment) and removes the Notice of Assignment of Claims (Rent) template (originally Attachment 11).

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 17, Lease Administration	17-i – 17-66	17-i – 17-64

COVER PAGE FOR ATTACHMENT 2