



GSA Public Buildings Service

LAC-2020-03

September 30, 2020

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

FROM:

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

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John D. Thomas
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SUBJECT:

LEASE ACQUISITION CIRCULAR (LAC) Revision to Leasing
Desk Guide (LDG), Chapter 9, Renewal Options

- 1. Purpose.** This LAC issues revisions to the Leasing Desk Guide (LDG), Chapter 9, Renewal Options.
- 2. Background.** None
- 3. Effective Date.** This LAC and attachments are effective as of the date of issuance unless modified, canceled, or reissued.
- 4. 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.
- 5. Cancellation.** LDG Chapter 9 dated July 14, 2011, issued via LAC 2011-08.
- 6. Instructions and Procedures.** Summary and filing instructions are attached.

Attachment 1: LAC-2020-03 Summary and Filing Instructions

Attachment 2: LDG Chapter 9, Renewal Options

LAC-2020-03 Summary and Filing Instructions

LAC-2020-03 issues the policy listed below:

Leasing Desk Guide Chapter 9 (Revised), Renewal Options

This revised Leasing Desk Guide Chapter 9 reflects updated policy and practices for Renewal Options, including the following:

- Incorporates guidance issued under Leasing Alert [Adding Renewal Options](#), issued May 20, 2014, to outline the process and parameters for adding and exercising renewal options added after lease award.
- Incorporates guidance issued under Leasing Alert [Lease Term Strategy](#), issued April 20, 2016, to clarify whether renewal option terms affect GSA's 20-year lease acquisition authority.
- Updates guidance for exercising renewal options and removes references to "unevaluated options." Instead, the guidance differentiates renewal options depending upon when they are evaluated (e.g., at the time of lease award versus prior to exercising the renewal option).
 - The renewal lease file checklists issued under [Leasing Alert 19-11](#), issued October 23, 2019, and the renewal checklists generated via the G-REX application, will be updated to reflect this revised terminology.
- Clarifies certain roles and authorities (for example, only the LCO may exercise a renewal option).

LDG Filing Instructions

Part	Remove Page(s)	Insert Pages
Chapter 9, Renewal Options	9-i – 9-6	9-i – 9-17