



October 1, 2018

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

A handwritten signature in black ink, appearing to read "Allison H. Azevedo".

FROM: ALLISON H. AZEVEDO
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
- PR

SUBJECT: LEASING ALERT (LA 18-08) – Extension Lease File
Checklist

1. **Purpose.** This Leasing Alert issues a Lease File Checklist for extension projects.
2. **Effective Date.** This Leasing Alert and attachment are effective immediately.
3. **Cancellation.** None.
4. **Applicability.** This Leasing Alert and its attachment are mandatory and apply for all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other federal agencies.
5. **Instructions and Procedures.** This checklist provides a reference framework for all tasks/documentation required for a lease extension action and should be used in coordination with Leasing Desk Guide Chapter 7, Lease Extensions.
 - Attachment 1, Extension Lease File Checklist

Extension Lease File Checklist

AGENCY:		CONTRACTING OFFICER:	
LOCATION:		LEASING SPECIALIST/RGA:	
SQUARE FOOTAGE:		PROJECT MANAGER:	
PROJECT NUMBER:		BROKER POC IF APPLICABLE:	
LEASE NUMBER:		BROKER T.O. IF APPLICABLE:	
LEASE EXPIRATION DATE:		RATIONALE FOR EXTENSION:	
LEASE AMENDMENT NUMBER:			

I. REQUIREMENTS DEVELOPMENT	Policy/LDG Ch 7 Reference	Required	Note	Document In File
A. Notification to LAM of Intention to Extend				
B. GLS Task Order Determination	Ch 7. 2c.			
B.1 National Program Manager Written Exception Response to Use Broker				
B.2 Broker Task Order/Project Orientation Meeting				
C. Prospectus: Submission/Approval (House and Senate Resolutions)				
D. Project Management & Acquisition Plan	Ch 7. 3a.			
E. Other: Requirements Development				
II. PRE NEGOTIATION PHASE	Policy/LDG Ch 7 Reference	Required	Note	Document In File
A. Market Research	Ch 7. 4			
B. Bullseye Report	Leasing Alert 4/25/16			
C. Negotiation Objectives	Ch 7. 3c.		LCO should also consider impact of accrued tax and operating escalations, TI rental drop-off, etc.	
D. Justification for Other Than Full and Open Competition (or JOFOC) or SLAT-Level Memorandum to File, and Supporting Documentation	Ch 7. 5b.			
E. Prospectus: NOL Approval of JOFOC	email from C Wisner 12/12/16			
F. Floodplain Check & Compliance	GSA Floodplain Management Desk Guide			
G. Other: Pre-Negotiation				
III. OFFER NEGOTIATION AND AWARD DETERMINATION DOCUMENTS	Policy/LDG Ch 7 Reference	Required	Note	Document In File
A. Request for Lessor's Extension Proposal	Ch 7. 6a.			
B. Offer and Related Correspondence	Ch 7. 6a.			
C. Scoring Memorandum	Ch 7. 6b.			
D. System for Award Management (SAM): Active Registration Check (All Awards)	Ch 7. 3b.			
E. System for Award Management (SAM): Exclusion Check	Ch 7. 3b.			
F. Price Negotiation Memorandum (PNM)	Ch 7. 6c.			
G. Other: Offer Negotiation and Award Determination				
IV. (A) APPROVAL AND FUNDING DOCUMENTS	Policy/LDG Ch 7 Reference	Required	Note	Document In File
A. Occupancy Agreement (OA) Signed by Agency (if Rental Rates Change)	Ch 7. 2b.			
B. Lease Amendment - Draft	Ch 7. 6e.			
C. Transmittal to Lessor				
D. BA 53 Pre-Award Fund Certification	Ch 7. 6d.			
E. Other: Approval and Funding Documents				
IV. (B) LEASE AMENDMENT EXECUTION	Policy/LDG Ch 7 Reference	Required	Note	Document In File
A. Lease Amendment - Executed	Ch 7. 6e.			
B. Transmittal to Lessor				
C. Other: Lease Amendment Execution				
V. POST AWARD NOTIFICATIONS	Policy/LDG Ch 7 Reference	Required	Note	Document In File
A. Posting of Redacted Justification for Other Than Full and Open Competition on FBO	Ch 7. 5c.			
B. Lease Amendment Distribution to Field Office	Ch 7. 6e.			
C. Lease Amendment Distribution to Agency	Ch 7. 6e.			
D. Lease Amendment Distribution to FPS	Ch 7. 6e.			
E. Other: Post Award Notifications				
VI. PROJECT COMPLETION/CLOSURE	Policy/LDG Ch 7 Reference	Required	Note	Document In File
A. Lease Digest (R620)				
B. Occupancy Agreement (OA) and Evidence of Transmittal to Agency - Final				
C. Other: Project Completion/Closure				