



April 4, 2019

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

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

SUBJECT: LEASING ALERT (LA-19-03) – Revised Lease File  
Checklists

1. **Purpose.** This Leasing Alert issues the following revised lease file checklists:

- Combined Global and Automated Advanced Acquisition Program (AAAP)
- Simplified
- On-Airport

These checklists are incorporated into the automated functionality of the new version of the G-REX application (G-REX 4.0), launched on March 25, 2019. Note that, since these checklists are included in the new G-REX application, users are not required to maintain/upload these as separate “paper” checklists.

2. **Background.**

A. On September 20, 2013, Lease Acquisition Circular (LAC) 2013 - 04 issued Leasing Desk Guide (LDG) Appendix B, Lease File Checklists. As outlined in LDG Appendix B, the purpose of these lease file checklists is to provide “a reference point for all tasks/documentation necessary to complete a lease acquisition....” The Office of Leasing (OoL) has subsequently revised many of these checklists since they were issued under this LAC, including the creation of a combined Global/AAAP version with macros as described under part 6 below.

B. A Leasing Alert issued on March 6, 2014 provides guidance on the storage, handling, and disposal of lease documents and lease files. This policy allows regions to store all required lease documents and lease files, consistent with G-REX

and Leasing Desk Guide Appendix B, Lease File Checklists, in an electronic format that would eliminate the need for the storage of paper lease documents and paper lease files.

C. On March 6, 2019, OoL issued Leasing Alert 19-01, Mandatory Use of GSA Real Estate Exchange (G-REX), requiring Leasing Specialists, Lease Contracting Officers, and Brokers to use the new G-REX 4.0 application in documenting lease project files. The new G-REX application was released on March 25, 2019, after which date all future lease project and file documentation must be housed in electronic format and the lease file checklist itself will be electronically generated and maintained through the application.

D. This policy issues Excel versions of the Global/AAAP, Simplified, and On-Airport checklists which mirror the functionality in the G-REX application and reflect the universe of lease project documentation that may be required to be uploaded into the G-REX application for these lease procurements.

3. **Effective Date.** This Leasing Alert and attachment are effective immediately.

4. **Cancellation.** LAC-2013-04 - GSA Leasing Desk Guide, Appendix B.

5. **Applicability.** This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property lease procurements and to lease procurements delegated by GSA to other federal agencies.

6. **Instructions and Procedures.** The Global/AAAP checklist, which replaces the version issued April 28, 2017, includes a simple macro to convert into either a Global or AAAP lease file checklist. The macro also allows the user to further customize the Global lease file checklist to choose between the following options:

- Tenant improvement allowance versus turnkey pricing
- Competitive versus sole source procurement.

There is no macro for the Simplified or On-Airport checklist.

These checklists provide a reference framework for all tasks/documentation required for the respective lease procurement type or model (i.e., Global, AAAP, Simplified, On-Airport).

Future changes to these lease file checklists will be made through the G-REX application.

Attachment 1, Combined Global and AAAP Lease File Checklist

Attachment 2, Simplified Lease File Checklist

Attachment 3, On-Airport Lease File Checklist

**COVER PAGE FOR ATTACHMENTS 1 THROUGH 3**