



July 20, 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

SUBJECT: LEASING ALERT (LA-20-09) CANCELLATION OF
LEASING DESK GUIDE ("LDG") APPENDIX C (Templates,
Forms, and Other Guidance)

1. **Purpose.** This Leasing Alert cancels LDG Appendix C ("Templates, Forms, and Other Guidance") and is being issued to reflect GSA's increasing reliance on electronic delivery of the real estate lease procurement process and the associated forms and templates. Going forward, the templates and forms previously contained within LDG Appendix C will be located in the GSA Leasing system of record, (currently the GSA Real Estate Exchange (G-REX)), and on GSA's Office of Leasing intranet Google site.
2. **Background.** Appendix C of the Leasing Desk Guide was last revised June 11, 2015. Each time a template is updated, the Leasing Desk Guide Appendix C must be updated. It has been effectively superseded by electronic delivery of templates and forms using G-REX and the Office of Leasing's internal Google website. The written Appendix is not an efficient channel for delivery of GSA's most current lease templates and forms and is being eliminated as of the date of this Leasing Alert.
3. **Effective Date.** This Leasing Alert is effective as of the date of issuance unless modified, canceled, or reissued.
4. **Cancellation.** LDG Appendix C is effectively cancelled. It will be reserved for possible future use.
5. **Applicability.** This Leasing Alert and its attachments apply to all GSA real property leasing and to activities delegated by GSA to other Federal agencies.

6. **Instructions and Procedures.** Instructions and procedures for locating the current templates and forms are detailed in Attachment 1 of this Leasing Alert.

Attachment 1:

Instructions and Procedures

Leasing Desk Guide (“LDG”) Appendix C, entitled “Templates, Forms, and Other Guidance” is hereby deleted. The most current versions of the templates and forms previously contained within LDG Appendix C, along with all new templates and forms are found in the G-REX Templates Library and on GSA’s Office of Leasing Google site.