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LAC-2011-04

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III 
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE
ACQUISITION - PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Appendix A, *Glossary of Terminology*.
2. **Effective Date.** Immediately.
3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.
4. **Cancellation.** None.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-04 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the appendix listed below:

Desk Guide Appendix A, *Glossary of Terminology*

This appendix provides definitions of commonly used terms in GSA lease acquisition.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-I – TOC-ii	TOC-I – TOC-ii
Appendix A, Glossary of Terminology	None	A-1 – A-20

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.