
LEASE ACQUISITION PLAN
(ACQUISITION OF LEASEHOLD INTERESTS IN REAL PROPERTY)

A. ACQUISITION BACKGROUND/OBJECTIVES

1. Requiring Agency _____
Location _____
2. Agency Contact Name _____
Telephone Number _____ () - _____
3. Estimated Square Footage (RSF and USF) _____ RSF / _____ USF
4. Estimated Lease Term From: _____ To: _____
5. Lease Action:
 - New Requirement
Provide description of the requirement, including services, if any, to be provided by the Lessor.

 - Continuing Need (Succeeding, Superseding, Expansion, Extension, Buy-Out, Renewal)
Explain (include current term, SF, rental rates, and any changes from existing lease).

 - New Lease Construction
Explain.

B. PLAN OF ACTION

1. Results of Market Survey of locations that will meet the agency's needs: *Attach approved Market Survey Report when available.*

2. Competition:
 - Full and Open Competition
 - Other Than Full and Open Competition. *Attach approved Justification.*

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Negotiations will be conducted so that the negotiated rate is supported by valid market data for the area.

3. Source Selection

Source Selection Type:

- Best Value
 Lowest Price/Technically Acceptable
 Other

Evaluation Factors:

4. New Requirement or Continuing Need

Project # or Current Lease # _____

Estimated Annual Rental \$ _____ USF / _____ RSF
(Total Annual Rent) \$ _____

Estimate Derived From

- STAR
 Other. *Explain how estimate was derived.*
-

Funding Availability

Year 1

- Yes
 No

Projected Total Contract Value \$ _____

5. Environmental/Energy Conservation Objectives:

List clauses that will be included in the SFO (a statement that all required Green Lease Clauses are included in the SFO is also acceptable), or provide justification for not including all "Green" lease clauses in the SFO (which were excluded and why).

6. Other Objectives (i.e., SBTA actions, Customer Regulatory Requirements [i.e., Title 10]):

Describe.

7. Discuss any conditions peculiar to the lease action [i.e., inclusion of evaluated renewal or expansion option(s)]:

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8. Lease Administration:

C. MILESTONE EVENTS

	<u>ESTIMATED</u>	<u>ACTUAL</u>
1. Space Request Received	<hr/>	<hr/>
2. Market Survey	<hr/>	<hr/>
3. Issuance of Solicitation	<hr/>	<hr/>
4. Offers Due	<hr/>	<hr/>
5. Final Proposal Revisions Due	<hr/>	<hr/>
6. Lease Award	<hr/>	<hr/>
7. Lease Effective	<hr/>	<hr/>
8. Occupancy	<hr/>	<hr/>

D. REVIEW AND APPROVALS

Prepared by:

 Typed Name, Leasing Specialist

 Date

Approved by:

 Typed Name, Lease Contracting Officer

 Date

Approved by:

 Typed Name, R.E. Director/Contracting Director/
Designee

 Date

Approved by:

 Typed Name, Regional Commissioner/Deputy
Regional Commissioner/Designee

 Date

Approved by:

 Typed Name, Head of the Contracting Activity/Designee **

 Date

** Submit to:
Office of Acquisition Policy
Office of Governmentwide Policy
at acquisitionplans@gsa.gov
within 7 days of approval.