



LAC-2016-03

August 3, 2016

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

8/3/2016

**X** Lance Feiner

Lance Feiner for Chris Wisner

Signed by: LANCE FEINER

FROM: JAMES C. WISNER  
Assistant Commissioner for Office of Leasing - PR

SUBJECT: New and Revised Leasing Forms and Templates for Small Leases

1. **Purpose.** This Lease Acquisition Circular (LAC) issues new and revised leasing forms and templates for the following Small Leases:
  - Leases of 3,000 ANSI/BOMA Office Area square feet or less, not exceeding the Simplified Lease Acquisition Threshold (SLAT);
  - Disaster Leases of any square footage, with a total lease term of 18 months or less;
  - Temporary Leases of any square footage, with a total lease term of 18 months or less, not exceeding the SLAT; or
  - Parking Leases of any size.
  
2. **Effective Date.**
  - a. This LAC and attachments are effective immediately for all RLP packages issued on or after the signature date. RLP packages issued prior to this date may be modified at the discretion of the Lease Contracting Officer (LCO).



b. On September 3, 2015, the Office of Leasing issued interim LAC-2015-04 with a request for comments. This final LAC issues final versions of documents which incorporated the comments received.

**3. Applicability.** This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

**4. Cancellation.**

a. RSL-2009-02, Revising GSA Form 3626, U.S. Government Lease for Real Property, is canceled.

b. LAC 2015-04, New and Revised Leasing Forms and Templates for Small Leases, is canceled.

**5. Instructions and Procedures.** Instructions and procedures on the use of the GSA Form 3626 are provided in Attachment 1. The following is a summary of Attachments to this LAC:

a. Attachment 1 – Instructions and Procedures for Small Leases

b. Attachment 2 – Request for Lease Proposals, Small RLP Form R103

c. Attachment 3 – GSA Form 3626, U.S. GOVERNMENT LEASE FOR REAL PROPERTY (Short Form)

d. Attachment 4 – Supplemental Lease Requirements for Small Leases

e. Attachment 5 – GSA Form 3517A, General Clauses (Acquisition of Leasehold Interests in Real Property for Small Leases)