



FEB 15 2011

LAC-2011-03

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM:

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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) Chapter 7, *Lease Extensions*.
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-2011-03 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-03 issues the policies listed below:

Desk Guide Chapter 7, *Lease Extensions*

This chapter provides GSA policy regarding when extensions are appropriate and how to execute them.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-I – TOC-ii	TOC-I – TOC-ii
Chapter 7, Lease Extensions	None	7-i – 7-6

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.