



October 22, 2020

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

FROM:

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SUBJECT: LEASING ALERT (LA-20-14) – Revised Renewal Lease File
Checklists (Replaces LA-19-11)

1. **Purpose.** This Leasing Alert issues revised Lease File Checklists for the following three types of renewal actions:

- Pre-Existing/Evaluated Prior to Lease Award Renewal Option [*previously referred to as "Evaluated"*]
- Pre-Existing/Evaluated Prior to Exercising Renewal Option [*previously referred to as "Unevaluated (Pre-Existing/Pre-Priced)"*]
- Added or Unpriced Evaluated Prior to Exercising Renewal Option [*previously referred to as "Unevaluated (Added/Not Pre-Existing or Pre-Existing/Not Pre-Priced)"*]

2. **Background.** On October 23, 2019, the Office of Leasing (OL) issued renewal lease file checklists via LA-19-11 to reflect three (3) different renewal option scenarios. Subsequent to this, OL issued LAC 2020-03 revising Leasing Desk Guide Chapter 9, Renewal Options. This revised Chapter 9 changed the terminology used to identify these types of renewal actions and also clarified some of the processes associated with the exercising of these options. As a result, revisions to the renewal lease file checklists were required.

3. **Effective Date.** This Leasing Alert and attachments are effective immediately.

4. **Cancellation.** LA-19-11

5. **Applicability.** This Leasing Alert and its attachments are mandatory and apply for all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other federal agencies.

6. **Instructions and Procedures.** These checklists provide a reference framework for all tasks/documentation required for the respective renewal option category [i.e.,

Pre-Existing/Evaluated Prior to Lease Award, Pre-Existing/Evaluated Prior to Exercising, Added or Unpriced Evaluated Prior to Exercising] and should be used in coordination with Leasing Desk Guide Chapter 9, Renewal Options (revised September 30, 2020).

Note that OL will be incorporating these into the automated functionality of the G-REX application, which will, through a series of questions and responses, generate the recommended renewal checklist for the project.

Future changes to these lease file checklists will be made through the G-REX application.

- Attachment 1, Renewal Lease File Checklist – Pre-Existing/Evaluated at Lease Award
- Attachment 2, Renewal Lease File Checklist – Pre-Existing/Evaluated Prior to Exercising
- Attachment 3, Renewal Lease File Checklist – Added or Unpriced Evaluated Prior to Exercising

COVER PAGE FOR ATTACHMENTS 1 - 3