



GSA Public Buildings Service

August 27, 2021

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

FROM: JOHN D. THOMAS
ACTING ASSISTANT COMMISSIONER FOR THE OFFICE
OF LEASING - PR

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John D. Thomas
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SUBJECT: LEASING ALERT (LA-21-11) – Revised Leasing Templates

1. **Purpose.** This Leasing Alert issues the following updated templates:
 - a. GSA Form 2991 - Lease Market Survey Form for Existing Building (REV 08/2021)
 - b. Price Negotiation Memorandum and Record of Award Decision Memorandum (REV 08/27/2021)
 - c. Automated Advanced Acquisition Program (AAP) Building Tour Form (REV 08/2021)
 - d. AAP Award Determination Memorandum (REV 08/27/2021)
2. **Effective Date.** This Leasing Alert and attachments are effective immediately.
3. **Applicability.** This Leasing Alert and its attachments apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
4. **Cancellation.** The following templates are hereby cancelled:
 - a. GSA Form 2991 - Lease Market Survey Form for Existing Building (Revised 03/2021), previously revised via LA-21-02
 - b. Price Negotiation Memorandum and Record of Award Decision

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Memorandum, originally issued via LA-FY17-02

- c. Automated Advanced Acquisition Program (AAAP) Building Tour Form
- d. AAAP Award Determination Memorandum, originally issued via LAC 2017-07, Leasing Desk Guide Chapter 22, Automated Advanced Acquisition Program

5. Instructions and Procedures.

None

Attachment 1: GSA Form 2991 - Lease Market Survey Form for Existing Building (Revised 08/2021)

Attachment 2: Price Negotiation Memorandum and Record of Award Decision Memorandum (Revised 08/27/2021)

Attachment 3: Automated Advanced Acquisition Program (AAAP) Building Tour (Revised 08/2021)

Attachment 4: AAAP Award Determination Memorandum (Revised 08/27/2021)

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