



RSL-2006-05

JUL 21 2006

MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS  
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP  
REGIONAL REALTY SERVICES OFFICERS

FROM: CHRISTOPHER REUTERSHAW *7-21-06*  
ASSISTANT COMMISSIONER FOR OFFICE OF NATIONAL  
CUSTOMER SERVICES MANAGEMENT - BQ

SUBJECT: Reissuance of Realty Services Letters and Lease Forms

1. Purpose. This Realty Services Letter (RSL) reissues expiring RSLs and provides a common expiration date for RSLs issued in the past year.
2. Background. RSLs expire 1 year after the date of issuance unless reissued.
3. Effective Date/Expiration Date. These instructions are effective immediately and will expire on July 31, 2007, unless modified, reissued, or canceled earlier.
4. Cancellation. PQ-2005-08, *Extension of Realty Services Letters and Lease Forms*, is cancelled.
5. Applicability. This RSL applies to all real property leasing activities.
6. Instructions/Procedures.
  - a. All RSLs listed on the Attachment are reissued.
  - b. RSLs are available on PBS Insite under *Realty Services and Acquisition Letters* at <http://insite.pbs.gsa.gov/PQ/PQC/default.asp> and on [www.gsa.gov/leasing](http://www.gsa.gov/leasing) under *Realty Policy and Tools*.
  - c. The July 2004 versions of GSA Forms 3518 and 3518A, as issued in RSL PQ 2004-01, continue in effect.

Attachment

## Realty Services Letters Reissued

DATE ISSUED	RSL NUMBER	SUBJECT	EXPIRATION DATE
9/21/1989	PQRP-89-08	Handicapped Accessibility in Leased Space	7/31/2007
6/26/1990	PQRP-90-03	Uniform Federal Accessibility Standards for Storage/Warehouse Leases – Certification/Applicability	7/31/2007
6/24/1993	PQRP-93-02	Document Requirements for Non-Recurring Lease Payments Pursuant to the Prompt Payment Act	7/31/2007
9/13/1994	PQRP-94-07	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property	7/31/2007
8/18/1995	PER-95-03	Simplified Procedures for Acquisition of Leasehold Interests in Real Property	7/31/2007
12/20/1995	PER-95-06	Executive Order 12072/Implementation of Urban Location Policy	7/31/2007
7/03/1996	PER-96-03	Appraisal Requirements for Lease Acquisition	7/31/2007
7/18/2000	PX-2000-02	Energy, Environmental, and Sustainable Design in Lease Acquisition	7/31/2007
11/17/2000	PX-2000-03	Revised SFO – Tenant Improvement SFO	7/31/2007
9/21/2001	PX-2001-03	Guidance on Use of the SFO and Lease Forms	7/31/2007
12/21/2001	PX-2001-05	Lease File Secure Storage	7/31/2007
2/21/2002	PE-2002-02	Regional Real Estate Peer Review	7/31/2007
3/28/2002	PE-2002-03	Relocation Assistance for Lease Construction	7/31/2007
3/14/2003	PE-2003-01	Rural Development Act Compliance	7/31/2007
6/30/2003	PE-2003-02	Adjusting Discount Rates and Inflation Rates for Lease Offer Analysis	7/31/2007
7/01/2003	PE-2003-03	“Office Hoteling” Leasing	7/31/2007
8/13/2003	PE-2003-05	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property Clarification and SFO Revision	7/31/2007
8/02/2004	PQ-2004-03	Initial Cataloging of Lease Files	7/31/2007
12/27/2004	PQ-2004-04	GSA Form 1364A entitled Proposal to Lease Space (For use with TI SFO and/or National Broker Contract)	7/31/2007
1/18/2005	PQ-2005-01	Obtaining and Disseminating Schedules of Lease Periodic Services Other than Daily, Weekly or Monthly	7/31/2007
1/18/2005	PQ-2005-02	Acquisition Planning for Leasing	7/31/2007

2/15/2005	PQ-2005-03	Annual Review of STAR User Access to Ensure Proper Segregation of Duties and Electronic Data Security	7/31/2007
5/04/2005	PQ-2005-04	Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition	7/31/2007
5/13/2005	PQ-2005-05	Lease SFO Revisions for National Broker Contract	7/31/2007
6/28/2005	PQ-2005-06	Revised Lease File Checklist and Guidance	7/31/2007
7/29/2005	PQ-2005-07	Central Contractor Registration	7/31/2007
11/14/2005	PQ-2005-09	Revised General Clauses	7/31/2007
11/14/2005	PQ-2005-10	General Purpose, Categorical, and Special Purpose Lease Delegations	7/31/2007
11/29/2005	PQ-2005-11	Lease Security Standards	7/31/2007
5/10/2006	RSL-2006-02	Mandatory Use of eLease (Amended)	7/31/2007
5/31/2006	RSL-2006-03	Accessibility in New Construction Leased Space	7/31/2007
7/07/2006	RSL-2006-04	Lease SFO Revisions for National Broker Contract	7/31/2007