



**JUL 25 2007**

RSL-2007-08

MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS  
REGIONAL REALTY SERVICES OFFICERS

FROM: MARTHA J. BENSON   
ASSISTANT COMMISSIONER FOR OFFICE OF NATIONAL  
CUSTOMER SERVICES MANAGEMENT - PQ

SUBJECT: Reissuance of Realty Services Letters

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, 2008, unless modified, reissued, or canceled earlier.
4. Cancellation. PQ-2006-05, *Reissuance 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*.

Attachment

## Realty Services Letters Reissued

DATE ISSUED	RSL NUMBER	SUBJECT	EXPIRATION DATE
6/24/1993	PQRP-93-02	Document Requirements for Non-Recurring Lease Payments Pursuant to the Prompt Payment Act	7/31/2008
9/13/1994	PQRP-94-07	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property	7/31/2008
8/18/1995	PER-95-03	Simplified Procedures for Acquisition of Leasehold Interests in Real Property	7/31/2008
12/20/1995	PER-95-06	Executive Order 12072/Implementation of Urban Location Policy	7/31/2008
7/03/1996	PER-96-03	Appraisal Requirements for Lease Acquisition	7/31/2008
7/18/2000	PX-2000-02	Energy, Environmental, and Sustainable Design in Lease Acquisition	7/31/2008
11/17/2000	PX-2000-03	Revised SFO – Tenant Improvement SFO	7/31/2008
9/21/2001	PX-2001-03	Guidance on Use of the SFO and Lease Forms	7/31/2008
12/21/2001	PX-2001-05	Lease File Secure Storage	7/31/2008
2/21/2002	PE-2002-02	Regional Real Estate Peer Review	7/31/2008
3/28/2002	PE-2002-03	Relocation Assistance for Lease Construction	7/31/2008
3/14/2003	PE-2003-01	Rural Development Act Compliance	7/31/2008
6/30/2003	PE-2003-02	Adjusting Discount Rates and Inflation Rates for Lease Offer Analysis	7/31/2008
7/01/2003	PE-2003-03	“Office Hoteling” Leasing	7/31/2008
8/13/2003	PE-2003-05	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property Clarification and SFO Revision	7/31/2008
8/02/2004	PQ-2004-03	Initial Cataloging of Lease Files	7/31/2008
12/27/2004	PQ-2004-04	GSA Form 1364A entitled Proposal to Lease Space (For use with TI SFO and/or National Broker Contract)	7/31/2008
1/18/2005	PQ-2005-01	Obtaining and Disseminating Schedules of Lease Periodic Services Other than Daily, Weekly or Monthly	7/31/2008
1/18/2005	PQ-2005-02	Acquisition Planning for Leasing	7/31/2008

2/15/2005	PQ-2005-03	Annual Review of STAR User Access to Ensure Proper Segregation of Duties and Electronic Data Security	7/31/2008
5/04/2005	PQ-2005-04	Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition	7/31/2008
5/13/2005	PQ-2005-05	Lease SFO Revisions for National Broker Contract	7/31/2008
6/28/2005	PQ-2005-06	Revised Lease File Checklist and Guidance	7/31/2008
7/29/2005	PQ-2005-07	Central Contractor Registration	7/31/2008
11/14/2005	PQ-2005-09	Revised General Clauses	7/31/2008
11/14/2005	PQ-2005-10	General Purpose, Categorical, and Special Purpose Lease Delegations	7/31/2008
11/29/2005	PQ-2005-11	Lease Security Standards	7/31/2008
5/10/2006	RSL-2006-02	Mandatory Use of eLease (Amended)	7/31/2008
5/31/2006	RSL-2006-03	Accessibility in New Construction Leased Space	7/31/2008
10/06/2006	RSL-2006-06	Central Contractor Registration and Electronic Funds for Lease Payments - Supplemental Guidance	7/31/2008
10/30/2006	RSL-2006-07	Airport Leasing for the TSA	7/31/2008
10/30/2006	RSL-2006-08	Determination of Operating Leases and Lease Scoring	7/31/2008
11/28/2006	RSL-2006-09	Lease SFO Revisions for National Broker Contract (Amended)	7/31/2008
1/29/2007	RSL-2007-01	Updated Lease Representations and Certifications	7/31/2008
1/29/2007	RSL-2007-02	Accessibility in Leased Space	7/31/2008
3/19/2007	RSL-2007-03	Tenant Improvements Schedule and Submittals Revisions in the Solicitation for Offers	7/31/2008
3/19/2007	RSL-2007-04	Price Reasonableness Determinations and Notices to Proceed for Tenant Improvements Supplemental Lease Agreement for Excess TIs	7/31/2008
3/19/2007	RSL-2007-05	Tenant Improvement Costs/Reimbursable Work Authorization Tracker and Agency Concurrence for RWA Expenditure	7/31/2008
3/30/2007	RSL-2007-06	Tenant Improvement Project Management Support	7/31/2008
5/21/2007	RSL-2007-07	Background Investigations in Leased Space	7/31/2008