



General Services Administration
Public Buildings Service
Washington, DC 20405

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MEMORANDUM FOR ALL REAL PROPERTY LEASING ACTIVITIES
(PER DISTRIBUTION LIST)

FROM: HILARY PEOPLES *Hilary Peoples*
ASSISTANT COMMISSIONER FOR
PROPERTY ACQUISITION AND REALTY SERVICES - PE

SUBJECT: Multi-Unit Leases

1. Purpose. This acquisition letter reissues guidance on use of multi-unit leases.
2. Background.
 - a. A multi-unit lease is one which contains units of space which have unique contract terms and conditions, including different expiration dates or renewal terms.
 - b. On October 12, 1982, the Commissioner of Public Buildings issued acquisition letter PRL-82-22 entitled *Multi-unit leases*. That memorandum "prohibited" future use of multi-unit leases because of the administrative problems associated with such leases.
 - c. During development of the new STAR computer application for the PBS inventory, the development team found that multi-unit leases remain in the inventory and that some apparently have been executed subsequent to issuance of PRL-82-22. However, the STAR design will not accommodate multi-unit leases and will not be modified to accommodate them.
3. Effective Date/Expiration Date. This acquisition letter is effective on the date of issuance, and will expire in 1 year unless otherwise extended or canceled.
4. Cancellation. None.
5. Coverage. All real property leasing activities.
6. Instructions/Procedures.
 - a. Use of multi-unit leases is prohibited. When conditions arise where contracting officers would have previously used a multi-unit lease, separate leases must be executed for each block of space.
 - b. Existing multi-unit leases shall continue to be administered manually.