



July 31, 2008

RSL-2008-02

MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS  
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS III (signed)  
ASSISTANT COMMISSIONER FOR OFFICE OF  
REAL ESTATE ACQUISITION – PR

SUBJECT: Reissuance of Realty Services Letters

1. Purpose. This Realty Services Letter (RSL) reissues expiring RSLs and provides common expiration dates for RSLs issued in the past year.
2. Background. RSLs expire after a year or a period of years.
3. Effective Date/Expiration Date. This reissuance RSL is effective immediately and will expire on July 31, 2011. The RSLs reissued and listed in the attachment may expire, be modified, or be canceled before that date.
4. Cancellation. PQ-2007-08, *Reissuance of Realty Services Letters*, is canceled.
5. Applicability. This RSL applies to all real property leasing activities.
6. Instructions/Procedures.
  - a. RSLs listed on the Attachment are reissued with expiration dates staggered based upon need and expected workload.
  - b. RSLs are available on PBS Insite, accessible through the PBS Portal at <http://pbsportal.pbs.gsa.gov>, by selecting the Office of Real Estate Acquisition, then *Realty Services and Acquisition Letters*. RSLs are also available 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	7/31/2009
9/13/1994	PQRP-94-07	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property	7/31/2010
8/18/1995	PER-95-03	Simplified Procedures for Acquisition of Leasehold Interests in Real Property	7/31/2010
12/20/1995	PER-95-06	Executive Order 12072/Implementation of Urban Location Policy	7/31/2009
7/03/1996	PER-96-03	Appraisal Requirements for Lease Acquisition	7/31/2011
9/21/2001	PX-2001-03	Guidance on Use of the SFO and Lease Forms	7/31/2009
12/21/2001	PX-2001-05	Lease File Secure Storage	7/31/2011
2/21/2002	PE-2002-02	Regional Real Estate Peer Review	7/31/2010
3/28/2002	PE-2002-03	Relocation Assistance for Lease Construction	7/31/2009
3/14/2003	PE-2003-01	Rural Development Act Compliance	7/31/2011
6/30/2003	PE-2003-02	Adjusting Discount Rates and Inflation Rates for Lease Offer Analysis	7/31/2010
7/01/2003	PE-2003-03	"Office Hoteling" Leasing	7/31/2010
8/13/2003	PE-2003-05	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property Clarification and SFO Revision	7/31/2010
8/02/2004	PQ-2004-03	Initial Cataloging of Lease Files	7/31/2011
12/27/2004	PQ-2004-04	GSA Form 1364A entitled Proposal to Lease Space (For use with TI SFO and/or National Broker Contract)	7/31/2009
1/18/2005	PQ-2005-01	Obtaining and Disseminating Schedules of Lease Periodic Services Other than Daily, Weekly or Monthly	7/31/2011
1/18/2005	PQ-2005-02	Acquisition Planning for Leasing	7/31/2010
2/15/2005	PQ-2005-03	Annual Review of STAR User Access to Ensure Proper Segregation of Duties and Electronic Data Security	7/31/2011
5/04/2005	PQ-2005-04	Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition	7/31/2010
5/13/2005	PQ-2005-05	Lease SFO Revisions for National Broker Contract	7/31/2009

6/28/2005	PQ-2005-06	Revised Lease File Checklist and Guidance	7/31/2009
7/29/2005	PQ-2005-07	Central Contractor Registration	7/31/2010
11/14/2005	PQ-2005-09	Revised General Clauses	7/31/2009
11/29/2005	PQ-2005-11	Lease Security Standards	7/31/2009
5/10/2006	RSL-2006-02	Mandatory Use of eLease (Amended)	7/31/2011
5/31/2006	RSL-2006-03	Accessibility in New Construction Leased Space	7/31/2010
10/06/2006	RSL-2006-06	Central Contractor Registration and Electronic Funds for Lease Payments - Supplemental Guidance	7/31/2009
10/30/2006	RSL-2006-07	Airport Leasing for the TSA	7/31/2010
11/28/2006	RSL-2006-09	Lease SFO Revisions for National Broker Contract (Amended)	7/31/2009
1/29/2007	RSL-2007-01	Updated Lease Representations and Certifications	7/31/2009
1/29/2007	RSL-2007-02	Accessibility in Leased Space	7/31/2010
3/19/2007	RSL-2007-03	Tenant Improvements Schedule and Submittals Revisions in the Solicitation for Offers	7/31/2011
3/19/2007	RSL-2007-04	Price Reasonableness Determinations and Notices to Proceed for Tenant Improvements Supplemental Lease Agreement for Excess TIs	7/31/2011
3/19/2007	RSL-2007-05	Tenant Improvement Costs/Reimbursable Work Authorization Tracker and Agency Concurrence for RWA Expenditure	7/31/2011
3/30/2007	RSL-2007-06	Tenant Improvement Project Management Support	7/31/2011
5/21/2007	RSL-2007-07	Background Investigations in Leased Space	7/31/2009
10/23/2007	RSL-2007-09	Tax Adjustment Clause Enforcement	7/31/2011
10/23/2007	RSL-2007-10	Leasing Delegations Approval and Oversight	7/31/2011
10/30/2007	RSL-2007-11	Free Space in a Leased Location	7/31/2011
12/27/2007	RSL-2007-12	Green Lease Policies and Procedures for Lease Acquisition	7/31/2009
6/13/2008	RSL-2008-01	Fire and Casualty Damage Clause Modification	7/31/2011