



APR 29 2011

LAC-2011-06

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE
ACQUISITION - PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 14, *Lease Construction*.
2. **Effective Date.** Immediately.
3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.
4. **Cancellation.** None.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-06 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-06 issues the policies listed below:

Desk Guide Chapter 14, *Lease Construction*

This chapter provides instructions for lease construction, including the application of Design Excellence in lease construction.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-ii	TOC-ii
Chapter 14: Lease Construction	None	14-i – 14-28

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.