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LAC-2010-01

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

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ACQUISITION - PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) formally establishes the Leasing Desk Guide (Desk Guide) as a source of leasing guidance that was previously only contained in Realty Services Letters (RSLs) and issues the initial chapters of the Desk Guide. Over the next few months, the Office of Real Estate Acquisition will be issuing LACs to rollout additional Desk Guide chapters and to cancel corresponding RSLs. This LAC establishes the following chapters of the Desk Guide:

- a. A table of contents of planned chapter issuances.
- b. Introduction, *General Information, Lease Authorities, and Responsibilities.*
- c. Chapter 1, *Requirements Development.*
- d. Chapter 2, *New or Replacing Lease.*
- e. Chapter 12, *Disaster Leasing,*
- f. Chapter 15, *Hoteling,* and
- g. Chapter 16, *National Broker Contract Leases.*

2. **Background.**

- a. At the Regional Realty Services Officer Conference in September 2008, GSA regional offices unanimously voiced support for developing a Desk Guide to assist in training leasing specialists on GSA lease processes. The regional offices viewed the Desk Guide as a critical part of PBS' training strategy for new and experienced Leasing Specialists about necessary documents and required processes to acquire leasehold interests in real property.

b. In December 2008, the Office of Real Estate Acquisition organized a team, consisting of representatives from the RSO community and Central Office, to identify a vision, scope, and project management plan for the Desk Guide. Since that time, the RSO community has continuously contributed resources, in the form of subject matter experts, to assist in the development of the Desk Guide.

3. **Effective Date.** Thirty days from the issuance date.

4. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to leasing activities delegated by GSA to other federal agencies.

5. **Cancelation.** The following Realty Services Letters are canceled.

RSL 2008-06, *Procedures for FEMA Emergency and Disaster Leases*, dated 8/23/08

PE-2003-03, *Office Hoteling Leasing*, dated 7/01/2003

6. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2010-01 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2010-01 issues the initial Leasing Desk Guide (Desk Guide) chapters as specified below:

Consolidation of Lease Policies and Procedures

This LAC begins the process of consolidating lease acquisition policies and procedures currently contained in Realty Services Letters into the Leasing Desk Guide.

Introduction: General Information, Lease Authorities, and Responsibilities

GSA is authorized by law to acquire leasehold interests in real property. Among other things, this chapter lists and describes GSA's statutory authority; outlines the roles and responsibilities of GSA realty professionals; and lists the statutes, Executive orders and regulations that must be followed in fulfillment of that authority.

Requirements Development

PBS' ability to deliver space that will meet client agencies' needs directly correlates to how well PBS understands client requirements. Developing these requirements may call for a professional analysis of the client agency's mission, goals, business processes, and space standards. This information is summarized into a requirements package used to acquire the space. This Desk Guide provides solid principles to assist the Leasing Specialist in gathering and using critical information to develop technical requirements that will meet that goal.

Disaster Leasing

- a. When the President issues a disaster declaration, representatives of GSA, FEMA, and other agencies deploy to the affected area. In accordance with the GSA/FEMA Memorandum of Agreement dated June 18, 2007 and Emergency Support Function #7 of the National Response Framework, GSA must provide contracting support services to FEMA consistent with mission assignments and tasks issued by FEMA.
- b. These procedures outline some of the differences between our standard leasing process and the FEMA emergency and disaster leasing process and are updated based upon existing processes in RSL 2008-06.

Office Hoteling Leasing

- a. GSA customers often have needs for small blocks of space on a temporary or short-term basis. The commercial real estate market offers an "Office Hoteling" (OH) lease that can sometimes meet that demand. An OH lease contains all the basic, generic features of an office.

b. These procedures outline the procedures previously described in RSL-2003-03.

National Broker Contract Leasing

GSA-PBS uses broker contractors to provide additional leasing capacity and supplement the work of the Leasing Specialist and Lease Contracting Officer. This chapter refers users to the appropriate guidance for use and administration of National Broker Contract leases.

Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	None	TOC-i – TOC-ii
Introduction: General Information, Lease Authorities, and Responsibilities	None	i – 14
Chapter 1: Requirements Development	None	1-i – 1-11
Chapter 2: New or Replacing Lease	None	2-i – 2.8-12
Chapter 12: Disaster Leasing	None	12-i – 12-19
Chapter 15: Hoteling	None	15-i – 15-4
Chapter 16: National Broker Contract Leases	None	16-i – 16-1

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.