



SEP 19 2011

LAC-2011-10

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: JAMES C. WISNER
ACTING ASSISTANT COMMISSIONER
OFFICE OF LEASING – PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 17, *Lease Administration*.
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.** The following Realty Services Letters are cancelled.
 - a. PX-2001-05, *Lease File Secure Storage*, dated December 12, 2001,
 - b. PQ-2004-03, *Initial Cataloging of Lease Files*, dated August 2, 2004,
 - c. PQ-2005-07, *Central Contractor Registration*, dated July 29, 2005,
 - d. RSL-2006-06, *Central Contractor Registration and Electronic Funds for Lease Payments – Supplemental Guidance*, dated October 6, 2006, and
 - e. RSL-2007-09, *Tax Adjustment Clause Enforcement*, dated October 23, 2007.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-10 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the chapter listed below:

Desk Guide Chapter 17, *Lease Administration*

This chapter covers postaward activities that relate specifically to the lease, the terms and conditions of the general clauses, the representations and certifications, and any amendments or attachments to the lease. Managing the lease following award is the next most important activity after the award itself. It is the responsibility of the Lease Administration Manager to make sure that the lessor meets the terms and conditions of the lease. This chapter outlines the duties, responsibilities, and remedies involved in enforcing the lease.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
Chapter 17, Lease Administration	None	17-i – 17-55

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.