



MAY 31 2011

LAC-2011-07

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 3, *Simplified Lease Acquisition*, and Chapter 8, *Alterations in Leased Space*.
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.** PER-95-03, *Simplified Procedures for Acquisition of Leasehold Interests in Real Property*, issued August 18, 1995.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-07 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-07 issues the policies listed below:

Desk Guide Chapter 3, *Simplified Lease Acquisition*

This chapter provides Lease Reform implementing instructions for the acquisition of lease space under the simplified lease acquisition threshold.

Desk Guide Chapter 8, *Alterations in Leased Space*

This chapter provides policy and procedures for post occupancy layout modifications requested by an agency during the lease term.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
Chapter 3: Simplified Lease Acquisition	None	3-i – 3-12
Chapter 8, Alterations in Leased Space	None	8-i – 8-12

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.