



JUL 14 2011

LAC-2011-08

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM:

A handwritten signature in black ink, appearing to read "J. Wisner", written over the printed name.

JAMES C. WISNER
ACTING ASSISTANT COMMISSIONER FOR OFFICE FOR REAL
ESTATE ACQUISITION – PR

SUBJECT:

Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular issues the Leasing Desk Guide (Desk Guide) Chapter 9 entitled *Renewal Options*.
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-2011-08 SUMMARY AND FILING INSTRUCTIONS

Lease Acquisition Circular (LAC) 2011-08 issues the policies listed below:

Desk Guide Chapter 9, *Renewal Options*

This chapter outlines the required actions the Leasing Specialist or Lease Contracting Officer must take to obtain, evaluate, and exercise a renewal option. It addresses the renewal of both evaluated and unevaluated options.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	None	TOC-i
Chapter 9: Renewal Options	None	9-i – 9-6

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.