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LAC-2011-09

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM:

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

BART BUSH
ASSISTANT COMMISSIONER
OFFICE OF REAL PROPERTY ASSET MANAGEMENT – PT

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 11, *Prospectus-Level Leases*.
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.** October 31, 2007, memorandum entitled "Updated Lease Prospectus Guidance."
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2011-09 SUMMARY AND FILING INSTRUCTIONS

This Lease Acquisition Circular issues the chapter listed below:

Desk Guide Chapter 11, *Prospectus-Level Leases*

This chapter of the Leasing Desk Guide, issued jointly by the General Services Administration (GSA) Public Buildings Service Office of Real Estate Acquisition and Office of Real Property Asset Management, provides guidance relating to laws, regulations, and policies impacting GSA's Capital Investment and Leasing Program for leases. This chapter includes information on GSA's statutory authority, the method for calculating whether a lease exceeds the prospectus threshold, definitions of key terms, and several fundamentals of lease prospectuses and related matters. Information on alterations in leased space also is provided.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
Chapter 11, Prospectus-Level Leases	None	11-i – 11-13

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.