



April 29, 2009

RSL-2009-02

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III 
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE
ACQUISITION - PR

SUBJECT: Revising GSA Form 3626, U. S. Government Lease for Real Property
(Short Form)

1. **Purpose.** This Realty Services Letter (RSL) issues a revised GSA Form 3626, *U. S. Government Lease for Real Property (Short Form)*, to conform to policies issued by earlier RSLs and the solicitation for offers (SFO).
2. **Background.** We must apply several requirements to all leases, including those under the threshold for simplified lease acquisition. For example, we have not put the latest accessibility and Central Contractor Registration policies on the simplified lease form. This RSL revises the form to add these and other requirements.
3. **Effective Date/Expiration Date.** This RSL, instructions, and GSA Form 3626 are effective for SFOs issued not later than 30 days after the date of this RSL and will expire 5 years after the date of issuance unless modified, cancelled, or reissued earlier.
4. **Cancellation.** None.
5. **Applicability.** This RSL applies to all real property leasing activities.
6. **Instructions/Procedures.**
 - a. Realty associates may use the attached GSA Form 3626 (REV. 4/2009) for any lease under the threshold for simplified lease acquisition. Earlier versions of the form must not be used.
 - b. We have listed the changes to the form on Attachment 1.

Attachments

Attachment 1 – Details of form revisions

Attachment 2 – The revised form