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RSL-2007-11

MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS  
REGIONAL REALTY SERVICES OFFICERS

THRU: ANTHONY E. COSTA  
DEPUTY COMMISSIONER - PD

FROM: SAMUEL J. MORRIS III  
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SUBJECT: Free Space in a Leased Location

1. Purpose. This Realty Services Letter (RSL) issues policy and criteria applicable when free space is included as part of a lease.
2. Background.
  - a. Regional practices have, with minor variations, allowed for acceptance and incorporation of portions of leased space termed "free," when provided by a Lessor in a space procurement. "Free" is herein defined as provided at/with no additional cost to the Government.
  - b. On September 21, 2007 the Office of Real Property Asset Management issued Pricing Policy Clarification #22, *Free Space in Lease Locations*, to provide policy and guidance when incorporating free space under lease. This RSL is being issued coincident with Clarification #22 to avoid inconsistencies, clarify processes, and promote proper methodologies when incorporating free space into a lease.
3. Effective Date/Expiration Date. This RSL is effective immediately and will expire 12 months from the date of issuance unless modified, cancelled, or reissued.
4. Cancellation. None
5. Applicability. This RSL applies to all real property leasing activities.
6. Instructions/Procedures. See Attachment 1.

Attachments: 1: Policies / Procedures for Free Space in a Lease  
2: Pricing Policy Clarification #22  
3: OA Tool and STAR instructions for Free Space