



JUL 30 2010

RSL-2010-01

MEMORANDUM TO REGIONAL COMMISSIONERS, PBS
REGIONAL REALTY SERVICES OFFICERS

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

SUBJECT: Reissuance of Realty Services Letters

- 1. Purpose.** This Realty Services Letter (RSL) reissues expiring RSLs and creates a common expiration date for all RSLs.
- 2. Background.** RSLs expire after a year or a period of years.
- 3. Effective Date/Expiration Date.** This reissuance RSL is effective immediately and will expire on July 31, 2014. The RSLs listed in the attachments may be modified or canceled before that date.
- 4. Cancellation.** RSL-2009-05, *Reissuance of Realty Services Letters*, is canceled and replaced by this RSL. RSL-2005-02, *Acquisition Planning for Leasing*, is canceled, because coverage for the subject is addressed in RSL 2009-06, *Acquisition Planning for Leases - Revised*.
- 5. Applicability.** This RSL applies to all real property leasing activities.
- 6. Instructions/Procedures.** RSLs are available on PBS Insite, accessible through the PBS Portal at <http://pbsportal.pbs.gsa.gov>, by selecting the Office of Real Estate Acquisition, then *Realty Services and Acquisition Letters*. RSLs are also available on www.gsa.gov/leasing under *Realty Policy and Tools*.

Attachment

Realty Services Letters Reissued

DATE ISSUED	RSL NUMBER	SUBJECT	EXPIRATION DATE
9/13/1994	PQRP-94-07	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property	7/31/2014
8/18/1995	PER-95-03	Simplified Procedures for Acquisition of Leasehold Interests in Real Property	7/31/2014
2/21/2002	PE-2002-02	Regional Real Estate Peer Review	7/31/2014
6/30/2003	PE-2003-02	Adjusting Discount Rates and Inflation Rates for Lease Offer Analysis	7/31/2014
7/01/2003	PE-2003-03	“Office Hoteling” Leasing	7/31/2014
8/13/2003	PE-2003-05	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property Clarification and SFO Revision	7/31/2014
5/04/2005	PQ-2005-04	Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition	7/31/2014
5/13/2005	PQ-2005-05	Lease SFO Revisions for National Broker Contract	7/31/2014
6/28/2005	PQ-2005-06	Revised Lease File Checklist and Guidance	7/31/2014
11/14/2005	PQ-2005-09	Revised General Clauses	7/31/2014
11/29/2005	PQ-2005-11	Lease Security Standards	7/31/2014
5/31/2006	RSL-2006-03	Accessibility in New Construction Leased Space	7/31/2014
10/30/2006	RSL-2006-07	Airport Leasing for the TSA	7/31/2014
11/28/2006	RSL-2006-09	Lease SFO Revisions for National Broker Contract (Amended)	7/31/2014
1/29/2007	RSL-2007-01	Updated Lease Representations and Certifications	7/31/2014
1/29/2007	RSL-2007-02	Accessibility in Leased Space	7/31/2014
5/21/2007	RSL-2007-07	Background Investigations in Leased Space	7/31/2014
12/27/2007	RSL-2007-12	Green Lease Policies and Procedures for Lease Acquisition	7/31/2014
12/20/1995	PER-95-06	Executive Order 12072/Implementation of Urban Location Policy	7/31/2014
7/03/1996	PER-96-03	Appraisal Requirements for Lease Acquisition	7/31/2014
9/21/2001	PX-2001-03	Guidance on Use of the SFO and Lease Forms	7/31/2014
12/21/2001	PX-2001-05	Lease File Secure Storage	7/31/2014
3/28/2002	PE-2002-03	Relocation Assistance for Lease Construction	7/31/2014
3/14/2003	PE-2003-01	Rural Development Act Compliance	7/31/2014

8/02/2004	PQ-2004-03	Initial Cataloging of Lease Files	7/31/2014
1/18/2005	PQ-2005-01	Obtaining and Disseminating Schedules of Lease Periodic Services Other than Daily, Weekly or Monthly	7/31/2014
2/15/2005	PQ-2005-03	Annual Review of STAR User Access to Ensure Proper Segregation of Duties and Electronic Data Security	7/31/2014
7/29/2005	PQ-2005-07	Central Contractor Registration	7/31/2014
5/10/2006	RSL-2006-02	Mandatory Use of eLease (Amended)	7/31/2014
10/06/2006	RSL-2006-06	Central Contractor Registration and Electronic Funds for Lease Payments - Supplemental Guidance	7/31/2014
3/19/2007	RSL-2007-03	Tenant Improvements Schedule and Submittals Revisions in the Solicitation for Offers	7/31/2014
3/19/2007	RSL-2007-04	Price Reasonableness Determinations and Notices to Proceed for Tenant Improvements Supplemental Lease Agreement for Excess TIs	7/31/2014
3/19/2007	RSL-2007-05	Tenant Improvement Costs/Reimbursable Work Authorization Tracker and Agency Concurrence for RWA Expenditure	7/31/2014
3/30/2007	RSL-2007-06	Tenant Improvement Project Management Support	7/31/2014
10/23/2007	RSL-2007-09	Tax Adjustment Clause Enforcement	7/31/2014
10/23/2007	RSL-2007-10	Leasing Delegations Approval and Oversight	7/31/2014
10/30/2007	RSL-2007-11	Free Space in a Leased Location	7/31/2014
6/13/2008	RSL-2008-01	Fire and Casualty Damage Clause Modification	7/31/2014
8/20/20088/ 26/2008	RSL-2008-03	Revised Policy on the Determination of Operating or Capital Lease Classification for Budget Scorekeeping Purposes	7/31/2014
8/22/20088/ 22/2008	RSL-2008-04	Revised Solicitation for Offers Template, Revised GSA Form 1364, Security Unit Price List	7/31/2014
8/22/20088/ 22/2008	RSL-2008-05	Price Preference for Historic Properties in Lease Acquisitions	7/31/2014
8/22/20088/ 28/2008	RSL-2008-06	Procedures for FEMA Emergency and Disaster Leases	7/31/2014
9/26/20089/ 26/2008	RSL-2008-07	Special Aspects of Contracting for Succeeding Leases	7/31/2014
2/19/2009	RSL-2009-01	Posting of Justifications for Other Than Full and Open Competitions on the Federal Business Opportunities ("FedBizOpps") Website	7/31/2014

4/29/2009	RSL-2009-02	Revising GSA Form 3626, U. S. Government Lease for Real Property (Short Form)	7/31/2014
6/2/2009	RSL-2009-04	Process for Lease Actions Funded by the American Recovery and Reinvestment Act (ARRA)	7/31/2014