

## 15 FAM 350 REQUIRED LEASE DOCUMENTATION

*(CT:OBO-27; 03-08-2012)*  
*(Office of Origin: OBO)*

### 15 FAM 351 GENERAL

*(CT:OBO-27; 03-08-2012)*

- a. Required documents must be sent to the Bureau of Overseas Buildings Operations (OBO). *For* USAID leases, *documents must be sent* to the Overseas Management *Division, Office of Management Services*, Bureau for Management, USAID/Washington (USAID/W - *M/MS/OMD*) and parent agencies, as appropriate, at the addresses provided in 15 FAM 175. *A duplicate copy must be sent to OBO for archiving.*
- b. If any documentation is prepared in a foreign language, the copies forwarded to OBO *and* USAID/W - *M/MS/OMD* must be accompanied by an English translation, signed by the *certified* translator, with the translator's name typed below the signature.

### 15 FAM 352 STATE LEASE DOCUMENTS

*(CT:OBO-27; 03-08-2012)*

Posts are responsible for handling lease documents noted *in this section* that are executed in the name of the *United States of America or the* Secretary of State:

- (1) **Long-term leases (LTLs):** Posts must submit to OBO *original* copies of signed long-term leases (*LTL*), lease renewals *of long-term leases* and other amendments, *addenda, schedules, and exhibits, if applicable*, and related records for new, renewed, and renegotiated LTLs. *At least one copy must be in English, as per 15 FAM 351, paragraph b.* Related records include decision memoranda, blueprints, plans, photographs, surveys, *documentation of major equipment repair, replacement, overhaul,* and cost documentation for construction that increases the value of the property, *scope of work (SOW) for make ready improvements requested of the landlord,* and other contracts and agreements

(e.g., protocols, memorandums of understanding (MOUs), property agreements). Posts must maintain copies of these documents for a period of **5** years, unless a given property is the subject of litigation, in which case the records **must** be retained until litigation has been **settled or** terminated;

- (2) **Termination and *acquittance agreement***: Posts must submit one signed copy of each Termination and Acquittance Agreement for LTLs to OBO;
- (3) **Short-term leases (STLs)**: Posts must retain, *for all STLs regardless of occupant agency*, original contracts, leases, renewals, amendments, and related records to include purchase orders and receipts, work orders, telegrams, notes, letters, property descriptions, etc. Posts must submit copies of signed short-term lease documents *for all functional and designated residential* STL properties to *the Office of Real Property Management, in the Directorate of Planning and Real Estate, in the Bureau of Overseas Buildings Operations (OBO/PRE/RPM)*. The signed STL documents include new leases, renewed and renegotiated leases, and all related amendments. *At least one copy must be in English, as per 15 FAM 351, paragraph b.* The major properties for which OBO requires documentation are chanceries, consulates, other office/functional space (e.g., annexes and warehouses), and designated residences;
- (4) **Other documentation**: *Posts* must retain all other lease documentation, including but not limited to the post occupational safety and health officer (POSHO) certification (see 15 FAM 312.6), for a period of **5** years unless a given property is the subject of litigation, in which case, the records **must** be retained until litigation has been **settled or** terminated; *and*
- (5) **Employee associations**: *See 6 FAM 524. For temporary duty (TDY) quarters, see 6 FAM 526 for additional documentation required.*

## 15 FAM 353 USAID LEASE DOCUMENTS

*(CT:OBO-27; 03-08-2012)*

*The* USAID contracting officer will forward to USAID/W - *M/MS/OMD* one copy of the signed original of all USAID leases (for other than short-term lease (STL) residential properties) and one copy of each lease amendment. *Posts* must keep signed *originals* of all leases.

## **15 FAM 354 DOCUMENTS FOR LEASES FUNDED BY OTHER AGENCIES**

*(CT:OBO-27; 03-08-2012)*

Each agency's representative is responsible for providing required documents to *his or her* parent agency. One copy of all leases and any related amendments and Termination and Acquittance Agreements should be provided by the responsible leasing office to the respective agency's representative for forwarding to parent agencies at the addresses listed in 15 FAM 175.3.

## **15 FAM 355 THROUGH 359 UNASSIGNED**