

15 FAM 330 LEASE PROCEDURES

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

15 FAM 331 SHORT-TERM LEASES (STLS)

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

- a. Posts *must* refer to 15 FAM 300 exhibits for contracting procedures.
- b. USAID contracting officers *must* follow the standard contracting procedures outlined in ADS (Automated Directives System) 535 and 15 FAM 300.

15 FAM 332 LONG-TERM LEASES (LTLS)

15 FAM 332.1 When to Consider Long-Term Leases (LTLs)

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

- a. Long-term leases (LTLs) allow posts better control of lease costs and greater flexibility and control of maintenance, renovation, and improvements. *When subleasing, posts must attempt to recover maintenance costs to the extent possible under the circumstances.* All LTLs *must* establish fixed rental rates for the entire lease term *to the extent possible.*
- b. LTLs may be desirable under one or more of the following conditions:
 - (1) When the post would normally buy such a property, but the fee simple title (full rights of ownership and transfer in perpetuity) is unobtainable by reason of constitutional, legal, or regulatory prohibitions of the host or municipal government; or
 - (2) When major alterations are required to reconfigure property to the needs of the U.S. Government and the cost will be passed on to the U.S. Government directly or through the lease payment.

- c. Normally, it is in the U.S. Government's interest to own or lease on long-term chanceries, ambassadors' residences, and Marine guard quarters because of the significant modifications required.

15 FAM 332.2 Submitting Proposals for Long-Term Leases (LTLs)

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

Posts must submit proposals for long-term leases (LTLs) to the Bureau of Overseas Buildings Operations (OBO), *using the Electronic Lease Waiver Request (E-LWR)* or, for USAID leases, to the Overseas Management Division, Office of Management Services, Bureau for Management, USAID/Washington (USAID/W - *M/MS/OMD*); 15 FAM Exhibit 332 lists the required proposal information.

15 FAM 333 THROUGH 339 UNASSIGNED

15 FAM EXHIBIT 332

PROPOSALS FOR LONG-TERM LEASES

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

Proposals for long-term leases (LTLs) must be submitted 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*) for State or to the Overseas Management *Division, Office of Management Services*, Bureau for Management, USAID/Washington (USAID/W - *M/MS/OMD*) for USAID and must contain the following information:

- (1) The intended purpose of the property and the need for an LTL;
- (2) A draft copy of the proposed lease and description of any significant deviations from the model lease (15 FAM Exhibit *341(2)*);
- (3) A description of the location of the property, including address by street and number, if available;
- (4) A city map showing the location of the property in relation to other U.S. Government and host-country government offices and other important local buildings;
- (5) A map of the neighborhood showing the subject property;
- (6) A statement signed by the regional security officer/post security officer (RSO/PSO) that he or she has approved the use of the property;
- (7) A narrative description of the type of surroundings (e.g., residential, commercial, industrial) and future outlook for the district;
- (8) Building and zoning restrictions pertaining to the property and to neighboring properties;
- (9) A site survey plan with an indicator for true north; dimensions and azimuths of the boundary lines; all buildings, walls, roads, and major trees and shrubs; the area of the site in acres, square meters or square feet; adjoining public roads and walks; and location and disposition of available utilities;
- (10) Photographs of exteriors and interiors of building(s), the site, and the surrounding neighborhood;

- (11) Copies of the original architectural, structural, mechanical, and electrical plans, and specifications of all buildings on the property;
- (12) Gross and net space measurements for all building(s), following guidelines in 15 FAM Exhibit 238(A), 15 FAM Exhibit 238(B), and 15 FAM Exhibit 238(C). For functional space and official representational residences, floor plans at 1/4- or 1/8-inch scale or metric equivalent or sketches showing dimensions of rooms and locations of doors and windows should be provided. For functional space, identify each area by program, personnel, and function. In the case of residential space, note size and use of all rooms;
- (13) A statement describing the age and general condition of the building (and grounds, if applicable) and major building systems, together with a description of any initial repairs or needed improvements, and whether they are to be done by the lessor or by the U.S. Government. If repairs and improvements are to be funded by the U.S. Government, provide cost estimates;
- (14) The annual rent in local currency and the U.S. dollar equivalent and proposed payment terms;
- (15) If the lease is for residential use, a statement that the property does not exceed the space standards set forth in 15 FAM Exhibit 237(A). If property does exceed the space standards, provide a justification;
- (16) A statement signed by the chief of mission/principal officer (COM/PO) that the requirement being met by this lease cannot be satisfied by better use of existing property at the post; and
- (17) If space is completely or partially furnished by the lessor, justification for providing for this cost in the lease.