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**ACQUISITION PLAN - EXTENSION**  
**(ACQUISITION OF EXTENSIONS OF LEASEHOLD INTERESTS IN REAL PROPERTY)**

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**PROJECT NO.:** <Project Number>

**A. PROJECT DEFINITION/STATEMENT OF NEED**

1. Requiring Agency(ies): <Agency Name>
2. Location of pending action: <Location>
3. Project background/trigger event: <Project Background/Trigger Event>
4. Federal inventory check: N/A
5. REXUS action type:
  - Extension (GSAM 570.405)Select the purpose of the extension:
  - Construction Delay
  - Customer DID Prep. Delay
  - Lack of Agency Funding
  - Lack of Agency POR
  - Lessor Delay
  - Market Conditions
  - Strategic Portfolio Scheduling
  - Tactical Considerations
  - Other (workload, agency leaving PBS inventory, forced move, FEMA emergency, etc)Describe: \_\_\_\_\_  
Describe follow-on action for long-term housing solution, if applicable. \_\_\_\_\_

6. Current Lease Information:
  - a) Current lease number: <Lease Number>
  - b) Building name and address: <Building Name>, <Building Address>
  - c) Current square footage:  
<Current Square Footage RSF>RSF;  
<Current Square Footage USF>ABOA
  - d) Current annual rent rate: <Existing Annual Rent per RSF>/RSF
  - e) Lease expiration is: <Lease Expiration Date>

7. Procurement Method:
  - Other Than Full and Open Competition
    - Cost-Based Rationale (Succeeding/Superseding) <Cost or Mission Based Rationale>
    - Mission-Based Rationale for Limiting Competition < Cost or Mission Based Rationale >Describe the mission-based rationale: \_\_\_\_\_

8. Environmental Considerations
  - a) A Floodplain Check was Performed with the Original Contract Acquisition:
    - Yes <Floodplain Check>
    - No (Perform a floodplain check) <Floodplain Check>
      - The leased location is not in a floodplain
      - The leased location is in a floodplain (consult NEPA Associate for more guidance before proceeding)
  - b) Other NEPA considerations: N/A

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9. Lease Terms

a) Initial Term in Months: <Lease Term Months>  
Lease Term: From: <Lease Commencement Date> To: <Lease Expiration Date>

b) Extension Term in Months: <Extension Term>

10. Total Extension Term Value

a) Extension Term Value:

\$<Extension Term Value>

b) Fully Serviced: <Fully Serviced>  
 Yes  No If No, then Net of \_\_\_\_\_

11. Prospectus Requirement Check Is a Prospectus required:  Yes  No <Prospectus Required>

b) If yes, has a Prospectus been prepared:  Yes  No

If yes, provide Prospectus number: \_\_\_\_\_

Approved by House:  Yes  No Senate:  Yes  No

If no to either, explain the status: \_\_\_\_\_

12. Customer Funding Availability <OA Signed>

a) Pro Forma (Draft) OA: signed by Customer:  
 Yes  
 Sent, but not signed  
 Not required (extensions at current rent)

b) OA type:  
 Cancelable <OA Type>  
 Non-Cancelable <OA Type>

**D. ATTACHMENTS**

Market Research

**E. REVIEW, CONCURRENCE, AND APPROVAL**

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Prepared by:

\_\_\_\_\_  
<Leasing Specialist>  
Project Manager/Leasing Specialist

\_\_\_\_\_  
Date

Concurred by:

\_\_\_\_\_  
<Lease Contracting Officer>  
Lease Contracting Officer (LCO)

\_\_\_\_\_  
Date

Concurred by:

\_\_\_\_\_  
Typed Name  
One Level above LCO (if applicable)

\_\_\_\_\_  
Date

Concurred by:

\_\_\_\_\_  
Typed Name  
Leasing Director (if applicable)

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Typed Name  
PBS Regional Commissioner (if applicable)

\_\_\_\_\_  
Date