



GSA Public Buildings Service

LAC-2022-02

July 1, 2022

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS  
REGIONAL LEASING DIRECTORS  
REGIONAL LEASE ACQUISITION OFFICERS

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SUBJECT: LEASE ACQUISITION CIRCULAR (LAC-2022-02) -  
Issuance of Leasing Desk Guide Chapter 11, Prospectus-  
Level Leases

- 1. Purpose.** This Lease Acquisition Circular (“LAC”) issues a revised Chapter 11 for the Leasing Desk Guide, entitled Prospectus-Level Leases (those leases where the net annual rental exceeds the prospectus-level dollar threshold. This new Chapter 11 updates the policy and procedures for the procurement of prospectus-level leases and incorporates by reference the Office of Portfolio Management and Customer Engagement’s (“PT”) Prospectus-Level Guidance issued in August 2020.
- 2. Background.** The Public Buildings Service’s Leasing Desk Guide (“LDG”) serves as a primary reference resource for leasing specialists and others that are involved in leasing space to the Federal Government. Chapter 11, which details the policies and procedures for procuring prospectus-level leases, needed updating to reflect current scoring policies and procedures to fully align with the

August 2020 update of PT's Prospectus-Level Guidance document. This LAC consolidates existing scoring policies and discusses the role of leasing in the process.

3. **Effective Date.** This LAC is effective as of the date of issuance and remains in effect unless modified, canceled, or reissued.
4. **Cancellation.** The previous version of LDG Chapter 11 dated September 2, 2011 is hereby canceled and replaced with this version of LDG Chapter 11.
5. **Applicability.** This LAC and its attachments apply to all GSA real property leasing and to activities delegated by GSA to other Federal agencies.
6. **Instructions and Procedures.** Instructions and procedures are detailed in the attached Leasing Desk Guide Chapter 11.

Attachment 1, Summary and Filing Instructions

Attachment 2, Leasing Desk Guide Chapter 11: Prospectus-Level Leases (dated July 1, 2022)

**Attachment 1**

**LAC 2022-02 Summary and Filing Instructions**

Lease Acquisition Circular (LAC) 2022-02 issues the policy listed below:

***Leasing Desk Guide Chapter 11 - Prospectus-Level Leases***

This re-issued Chapter 11 provides updated policy and procedures for the procurement of all leases where the net annual rent exceeds the prospectus threshold as further provided in PT's Prospectus Level Guidance document.

**LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 11, Prospectus-Level Leases	(Old) Chapter 11	11.i – 11.19

## **Cover Page for Attachment 2**

[Leasing Desk Guide Chapter 11]