



GSA Public Buildings Service

November 29, 2021

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

DocuSigned by:  
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ACTING ASSISTANT COMMISSIONER FOR OFFICE OF  
LEASING - PR

SUBJECT: LEASING ALERT (LA-21-16) – Lease Extension Templates

1. **Purpose.** This Leasing Alert issues the following templates to be used for lease extensions:

- Notification to Lease Administration Manager (Attachment 1)
- Extension Acquisition Plan (Attachment 2)
- Extension Justification for Other Than Full and Open Competition (Attachment 3)
- Extension Memorandum for Actions at or Below SLAT (Attachment 4)
- Extension Price Negotiation Memorandum (Attachment 5)
- Extension Lease Amendment Template (Attachment 6)
- Extension Lease Amendment Section 889 Attachment Template (Attachment 7)

All of the templates listed above may also be generated using robotics process automation, commonly referred to as a “bot.” The bot will also generate the negotiations objectives for the extension action.

2. **Effective Date.** This Leasing Alert and attachments are effective immediately.

3. **Cancellation.** None.

4. **Applicability.** This Leasing Alert and its attachment are mandatory and apply for all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other federal agencies, as noted below:

A. Use of the Extension Lease Amendment Template (Attachment 6) is mandatory.

B. Use of the Lease Amendment Section 889 Attachment Template (Attachment 7) is mandatory, as applicable, as outlined under Leasing Alert LA-20-11.

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C. Use of the other templates (Attachments 1 through 5) is highly encouraged.

D. Use of the bot automation to generate these templates, following the guidance under Attachments 8 and 9, is highly encouraged. Using the bot to generate these extension templates allows for greater efficiencies and will also improve standardization and consistency.

i) The bot relies upon information and data within REXUS and G-REX systems; therefore, it is important that such systems be kept up to date to ensure optimum results.

ii) Similar to the other bot-generated templates, the bot will only partially complete these templates; LCOs and their designees must manually complete these templates. In addition, LCOs are ultimately responsible for the accuracy of the information within the templates prior to approval

5. **Instructions and Procedures.** See Extension Templates User Guidance (Attachment 8) and Extension Bot User Guidance (Attachment 9). Please note that the Extension Lease Amendment Template reflects wording from most lease models; LCOs and their designees may need to revise the wording, depending upon the wording of the original lease contract (for example, if the original lease used a GSA Form 3626).

- Attachment 1, Extension Notification to Lease Administration Manager
- Attachment 2, Extension Acquisition Plan
- Attachment 3, Extension Justification for Other Than Full and Open Competition
- Attachment 4, Extension Memorandum for Actions at or Below SLAT
- Attachment 5, Extension Price Negotiation Memorandum
- Attachment 6, Extension Lease Amendment Template
- Attachment 7, Extension Lease Amendment Section 889 Attachment Template
- Attachment 8: Extension Templates User Guidance
- Attachment 9, Extension Bot User Guidance

**COVER PAGE FOR ATTACHMENTS 1 THROUGH 9**