



July 20, 2016

LAC-2016-02

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

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James C. Wisner

FROM: JAMES C. WISNER
Assistant Commissioner for Office of Leasing - PR

SUBJECT: Revisions to Leasing Desk Guide, Chapter 2, New or
Replacing Lease

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide (LDG), Chapter 2, New or Replacing Lease.
- 2. Effective Date.** This LAC and attachments are effective immediately.
- 3. Applicability.** This LAC and attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
- 4. Cancellation.** LDG Chapter 2, dated September 30, 2010.
- 5. Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2016-02 Summary and Filing Instructions

LAC-2016-02 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2016-02 issues the policy listed below:

Leasing Desk Guide Chapter 2 (Revised), New or Replacing Lease

This revised chapter issues a revised Leasing Desk Guide Chapter 2 which reflects updated policy and practices for new lease actions and replacing lease actions. It also removes the bulk of the delineated area/location policy, now incorporated into the updated Leasing Desk Guide Chapter 1, Requirements Development, issued April 2016.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 2 (Revised), New or Replacing Lease	2-i – 2.8-12	2-i – 2.9-16