



FEB 15 2011

LAC-2011-02

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS  
REGIONAL REALTY SERVICES OFFICERS

FROM: SAMUEL J. MORRIS, III   
ASSISTANT COMMISSIONER FOR OFFICE OF REAL ESTATE  
ACQUISITION - PR

SUBJECT: Leasing Desk Guide

1. **Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 10 entitled *Lease Holdovers, Standstill Agreements, and Condemnations*.
2. **Effective Date.** Immediately.
3. **Applicability.** The Desk Guide applies to all GSA real property leasing activities and to activities delegated by GSA to other federal agencies.
4. **Cancellation.** None.
5. **Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

**LAC-2011-02 SUMMARY AND FILING INSTRUCTIONS**

Lease Acquisition Circular (LAC) 2011-02 issues the policies listed below:

**Desk Guide Chapter 10, *Lease Holdover, Standstill Agreements, and Condemnations***

A holdover is a tenancy that is created when the tenant continues to occupy the premises beyond the expiration date of the lease term. This chapter provides guidance on avoiding lease holdovers, minimizing the adverse impacts of holdovers that do occur, making rental payments during holdover periods, and procedures for leasehold condemnations.

**LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 10: Lease Holdovers, Standstill Agreements, and Condemnations	None	10-i – 10-17

**LOOSE-LEAF LEASING DESK GUIDE**

The Desk Guide issuances follow this page.