



May 5, 2014

LAC-2014-02

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING SERVICES OFFICERS

FROM: JAMES C. WISNER
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Leasing Desk Guide Chapter 21, Warehouse Leases

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues the Leasing Desk Guide (Desk Guide) Chapter 21, Warehouse Leases, which provides detailed guidance on the use of the national warehouse model. In addition, this LAC issues the Warehouse Request for Lease Proposals (RLP), Warehouse Lease, and associated templates including a new GSA Form 1364WH (Warehouse Proposal to Lease Space), a new GSA Form 12000 – WH (Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building), and a new Present Value Analysis Calculation Spreadsheet for Space by Volume.
- 2. Effective Date.** This LAC and attachments are effective 30 days following the issuance date of this LAC.
- 3. Applicability.** This LAC and its 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.** None.
- 5. Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2014-02 Summary and Filing Instructions

Attachment 2, Loose Leaf Leasing Desk Guide

Attachment 3, Warehouse RLP document – GSA Form R101WH

Attachment 4, Warehouse Lease document – GSA Form L201WH

Attachment 5, Present Value Analysis Spreadsheet for Warehouse Space

Attachment 6, GSA Form 12000 - WH, Prelease Fire Protection and Life Safety Evaluation for a Warehouse Building

Attachment 7, Warehouse Proposal to Lease Space – GSA Form 1364WH

LAC-2014-02 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2014-02 issues the policy listed below:

Leasing Desk Guide Chapter 21, Warehouse Leases

This chapter explains the general purpose and use of the warehouse lease model. This model is specifically designed to accommodate the special characteristics of warehouse space, which otherwise typically require numerous modifications to the standard lease terms. The different characteristics of warehouse space involve differences in acquisition strategy, methods for comparing the value of offers, and considerations regarding how to price and pay for tenant improvements.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Table of Contents	TOC-i – TOC-ii	TOC-i – TOC-ii
Chapter 21, Warehouse Leases	None	21-I – 21-33

LOOSE-LEAF LEASING DESK GUIDE

The Desk Guide issuances follow this page.

