

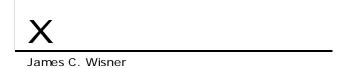
July 20, 2016

LAC-2016-02

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS

REGIONAL LEASING DIRECTORS

REGIONAL LEASE ACQUISITION OFFICERS



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/locational 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 |