
ACQUISITION PLAN - EXTENSION
(ACQUISITION OF EXTENSIONS OF LEASEHOLD INTERESTS IN REAL PROPERTY)

PROJECT NO.: <Project Number>

A. PROJECT DEFINITION/STATEMENT OF NEED

1. Requiring Agency(ies): <Agency Name>
2. Location of pending action: <Location>
3. Project background/trigger event: <Project Background/Trigger Event>
4. Federal inventory check: N/A
5. REXUS action type:
 - Extension (GSAM 570.405)Select the purpose of the extension:
 - Construction Delay
 - Customer DID Prep. Delay
 - Lack of Agency Funding
 - Lack of Agency POR
 - Lessor Delay
 - Market Conditions
 - Strategic Portfolio Scheduling
 - Tactical Considerations
 - Other (workload, agency leaving PBS inventory, forced move, FEMA emergency, etc)Describe: _____
Describe follow-on action for long-term housing solution, if applicable. _____

6. Current Lease Information:
 - a) Current lease number: <Lease Number>
 - b) Building name and address: <Building Name>, <Building Address>
 - c) Current square footage:
<Current Square Footage RSF>RSF;
<Current Square Footage USF>ABOA
 - d) Current annual rent rate: <Existing Annual Rent per RSF>/RSF
 - e) Lease expiration is: <Lease Expiration Date>

7. Procurement Method:
 - Other Than Full and Open Competition
 - Cost-Based Rationale (Succeeding/Superseding) <Cost or Mission Based Rationale>
 - Mission-Based Rationale for Limiting Competition < Cost or Mission Based Rationale >Describe the mission-based rationale: _____

8. Environmental Considerations
 - a) A Floodplain Check was Performed with the Original Contract Acquisition:
 - Yes <Floodplain Check>
 - No (Perform a floodplain check) <Floodplain Check>
 - The leased location is not in a floodplain
 - The leased location is in a floodplain (consult NEPA Associate for more guidance before proceeding)
 - b) Other NEPA considerations: N/A

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9. Lease Terms

a) Initial Term in Months: <Lease Term Months>
Lease Term: From: <Lease Commencement Date> To: <Lease Expiration Date>

b) Extension Term in Months: <Extension Term>

10. Total Extension Term Value

a) Extension Term Value:

\$<Extension Term Value>

b) Fully Serviced: <Fully Serviced>
 Yes No If No, then Net of _____

11. Prospectus Requirement Check Is a Prospectus required: Yes No <Prospectus Required>

b) If yes, has a Prospectus been prepared: Yes No

If yes, provide Prospectus number: _____

Approved by House: Yes No Senate: Yes No

If no to either, explain the status: _____

12. Customer Funding Availability <OA Signed>

a) Pro Forma (Draft) OA: signed by Customer:
 Yes
 Sent, but not signed
 Not required (extensions at current rent)

b) OA type:
 Cancelable <OA Type>
 Non-Cancelable <OA Type>

D. ATTACHMENTS

Market Research

E. REVIEW, CONCURRENCE, AND APPROVAL

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Prepared by:

<Leasing Specialist>

Project Manager/Leasing Specialist

Date

Concurred by:

<Lease Contracting Officer>

Lease Contracting Officer (LCO)

Date

Concurred by:

Typed Name

One Level above LCO (if applicable)

Date

Concurred by:

Typed Name

Leasing Director (if applicable)

Date

Approved by:

Typed Name

PBS Regional Commissioner (if applicable)

Date