



GSA Public Buildings Service

LAC-2022-03

August 29, 2022

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

FROM:

CROFTON WHITFIELD  
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

DocuSigned by:

*Crofton Whitfield*

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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 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.** LDG Chapter 2 dated July 20, 2016.
- 5. Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2022-03 Summary and Filing Instructions

## LAC-2022-03 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2022-03 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 attachments.

### **LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 2 (Revised), New or Replacing Lease	<b>2-i – 2.9-16</b>	<b>2-i – 2.8-5</b>