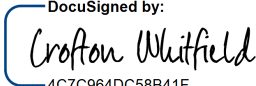




GSA Public Buildings Service

January 23, 2024

- MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS
- FROM: CROFTON WHITFIELD 
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
– PR
- SUBJECT: LEASING ALERT (LA-24-01) – Notification of Leasing Policy Updates Related to Expired or Obsolete Policy
- Purpose.** This Leasing Alert summarizes policies that are being canceled due to being outdated, obsolete, incorporated into the Leasing Desk Guide, or expired. This policy does not represent all currently obsolete policies and may be followed by subsequent rounds of cancellation leasing alerts.
 - Background.** The Office of Leasing aims to maintain an updated and concise inventory of active leasing alerts and lease acquisition circulars. This inventory has been reviewed and organized within the [Office of Leasing Policy Table of Contents](#).
 - Effective Date.** This Leasing Alert is effective as of the date of issuance unless modified, canceled, or re-issued.
 - Applicability.** This Leasing Alert is mandatory and applies to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
 - Cancellation.** See Instruction and Procedures below.
 - Note:** Some leasing alerts were published prior to the current numbering system and may not have an official number (“LA-XX-XX”). These leasing alerts have been indicated as such in the table below. For organization purposes, the Office of Leasing has assigned them numbers corresponding to their publishing date.
 - Attachments.** None.

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LA-24-01

7. Instructions and Procedures. The following 48 policies are canceled effective immediately:

Number	Name	Purpose	Reason for Cancellation
LA-21-03	Temporary Class Justification LPTA Source Selection Process for Certain Lease Acquisition	Disseminated a temporary class justification CD-2021-08.	CD-2021-08 was canceled by LA-22-04.
LA-20-12	Revisions to Leasing Forms and Templates	Annual revision of Lease and RLP model templates.	The templates within this LA were re-updated and replaced by LA-21-14.
LA-20-03	Revisions to Request for Lease Proposals, Lease, and General Clause Templates	Issued revisions to RLP, Lease, and General Clause templates.	The Lease and RLP model templates within this LA were updated and replaced by LA-20-11; General Clause templates were updated and replaced by LA-20-11.
LA-19-10	Revisions to General Clauses and Simplified Lease	Issued revisions to General Clauses and the Simplified Lease Form.	The General Clauses and Simplified Lease form were updated and replaced by LA-20-03.
LA-19-09	Revisions to Leasing Forms and Templates	Annual revision of Lease and RLP model templates.	The Lease and RLP model templates within this LA were updated and replaced by LA-20-03 and LA-20-12.
LA-18-09	Revisions to Leasing Forms and Templates	Revision of Lease and RLP model templates and Foreign Ownership and Financing Representation.	The Lease and RLP model templates within this LA were updated and replaced by LA-19-09. The Foreign Ownership and Financing Representation was updated and replaced by LA-21-07.
LA-18-07	Payment for Extended, Multi-Shift, or Continuous Mission-Related Services in Leases	Established policy designed to eliminate the administrative burden on GSA, client agencies, and lessors related to collecting and paying for regular and recurring mission-driven extended, multi-shift, or continuous services such as 24/7 Heating, Ventilation, and Air-Conditioning (HVAC), janitorial services, and special equipment maintenance, that were historically treated as above standard services under the PBS Pricing Desk Guide. Established policy designed to obtain more favorable rates for these services through more timely payment and reduced administrative burden to lessors.	Form 1364 was updated and reissued. This Leasing Alert was incorporated into LDG Chapter 2 and the Pricing Desk Guide.
LA-18-01	Revisions to RLP & Lease & 1364 Templates	Annual revision of Lease and RLP model templates and 1364 forms.	The Lease and RLP model templates and forms within this LA were updated and replaced by LA-18-07 and LA-18-09.
LA-17-08	Revisions to Novation Agreement Policy.	Issued lease policy implementing changes to the novation process in order to provide consistency across PBS in the processing of novation requests.	LDG Chapter 17 was updated and replaced, and other novation attachments are obsolete.

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Number	Name	Purpose	Reason for Cancellation
LA-17-03	Green Building Rating Certification for New Construction and TI	Establishes Green Globes as a nationally recognized green rating assessment, guidance, and certification program for new construction projects, existing buildings, and interior spaces.	This LA was superseded by subsequent RLP and Lease templates.
LA-17-01	Revisions to RLP and Lease Templates	Annual revision of Lease and RLP model templates.	The Lease and RLP model templates within this LA were updated and replaced by LA-18-01.
LA [15-04] (Originally unnumbered)	New Project Management and Acquisition Plan Template and Revised Request for Lease Proposal (RLP) Paragraph	Issues new project management and acquisition plan template and RLP language that incorporates Economic Catalyst policies, established by GSA Order ADM 1097.1. Also includes revisions to reflect issuance of Global and Small RLP and Lease templates, and updated procurement thresholds and minor formatting changes.	The Acquisition Plan and RLP model templates within this LA were updated and replaced.
LA [14-03] (Originally unnumbered)	Adding Renewal Options Following Lease Award	Provided guidance on adding unevaluated renewal options following lease award.	This leasing alert was incorporated into the LDG Chapter 9.
LA [14-02] (Originally unnumbered)	Storage, Handling, and Disposal of Lease Documents and Lease Files	Provided guidance on the storage, handling, and disposal of lease documents and files.	This leasing alert was incorporated into LDG Chapter 2 and is obsolete.
LA [14-01] (Originally unnumbered)	Energy Star Label Exception Clarification	Clarified the meaning of the Energy Star label exception (when the agency will remain in a building they currently occupy)	This leasing alert was incorporated into LDG Chapter 2 and 18.
LA [13-04] (Originally unnumbered)	Davis Bacon Act and Leasing	Clarified when the Labor Standards paragraph and wage determinations must be included in lease procurement language.	This leasing alert was incorporated into LDG Chapter 2.
LA [13-03] (Originally unnumbered)	New Lease Contract Numbering System	Standardized and aligned lease numbering systems with a new format to be used in all lease documents and communications concerning lease documents.	This leasing alert was incorporated into LDG Chapter 2.
LA [13-02] (Originally unnumbered)	Reminder to Use Current Lease Forms	Reminds GSA to use most current Lease Forms	This leasing alert was incorporated into LDG Chapter 2.
LAC-2020-03	Chapter 9: Renewal Options	Issues revisions to the LDG Chapter 9, Renewal Options.	LDG Chapter 9 was reissued by LAC-2022-01, making this LA obsolete.
LAC-2015-06	Issuance of Global RLP and Lease Templates	Issued the Global RLP and Lease templates and the Global Proposal to Lease Space form.	The Lease and RLP model templates and forms within this LAC were updated and replaced by LA-20-03 and LA-18-01.
LAC-2015-01	Revisions to Leasing Forms and Templates	Issued new and revised leasing forms (3516s, 3517s, 3518s).	The forms and templates within this LAC were updated and replaced by LA-16-07 (originally unnumbered), LA-21-08, or superseded by the System for Award Management.
LAC-2014-03	Reissuance of Realty	Reissued expiring RSLs and created a	This LAC is expired and obsolete.

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Number	Name	Purpose	Reason for Cancellation
	Services Letter	common expiration date.	
LAC-2012-02	Issuance of RLP and Lease Templates	Issued RLP and Lease models and forms.	These models and forms were updated and replaced by LAC-2013-01, LAC-2015-01, and LAC-2013-03.
LAC-2012-01	HUBZone Price Preference to Leasing	Issued RLP language, Lease language, and Lease Offer Forms to apply the HUBZone price preference to Leasing.	These lease forms were updated and replaced by LAC-2012-02 and LAC-2014-05. This Leasing Alert was incorporated into LDG Chapter 2.
LAC-2011-09	LDG Chapter 11: Prospectus Level Leases	Issued LDG Chapter 11, Prospectus Level Leases	This LDG Chapter was updated and replaced by LAC-2022-02.
RSL-2009-04	Process for Lease Actions Funded by the American Recovery and Reinvestment Act	Provides implementation guidance to lease contracting officers and transaction managers for leases funded by the American Recovery and Reinvestment Act.	This RSL is expired and obsolete.
RSL-2009-01	Posting of Justifications for Other than Full and Open Competitions on the Federal Business Opportunities	Established policy on the posting of justifications for Other Than Full and Open Competition on the Federal Business Opportunities website after the award of lease contracts, except for information exempt from public disclosure.	This RSL expired and was incorporated into the LDG.
RSL-2008-07	Special Aspects of Contracting for Succeeding Leases	Provided guidance to lease contracting officers and transaction managers on the succeeding lease workflow, the appropriate use of succeeding lease acquisition methods established in the GSAM Part 570, and the technical Solicitation for Offers (SFO) content of succeeding leases.	This RSL is incorporated into LDG Chapter 5.
RSL-2008-06	Procedures for FEMA Emergency and Disaster Leases	Established procedures for the acquisition of leasehold interests in real property for FEMA in response to declared emergencies	This RSL was incorporated into LDG Chapter 12, and is otherwise expired and obsolete.
RSL-2008-03	Revised Policy on the Determination of Operating or Capital Lease Classification for Budget Scorekeeping Purposes	Transmits revised policies on determining whether to classify a lease as an operating lease or a capital lease for budget scorekeeping purposes	This RSL is expired and obsolete. It includes policy that we no longer follow. Refer to LDG Appendix F for updated guidance.
RSL-2007-06	Tenant Improvement Project Management Support	Issues policy that provides criteria to assist regional managers in making decisions regarding the level of post-award construction and technical support activities needed for differing types of lease projects.	This RSL is expired and obsolete.
RSL-2007-05	TI Costs/RWA Tracker and Agency Concurrence for RWA Expenditure	Issues mandatory operating procedures for tracking tenant improvement costs, reimbursable work authorization expenditures, and agency concurrence for the RWA expenditures for leases. Provides tools to obtain the agency concurrence and to track TI and RWA costs during construction.	This RSL is expired and obsolete.

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Number	Name	Purpose	Reason for Cancellation
RSL-2007-04	Price Reasonableness Determinations and Notices to Proceed for Tenant Improvements	Issues mandatory operating procedures for price reasonableness determinations (PNMs) and notices to proceed (NTPs) for use by GSA associates and support contractors.	This RSL is expired and obsolete.
RSL-2007-03	Tenant Improvements Schedule and Submittals Revisions in the Solicitation for Offers	Revised specific tenant improvements paragraphs in the Solicitation for Offers and issued mandatory operating procedures to ensure their accurate application.	This RSL is expired and obsolete.
RSL-2006-09	Lease SFO Revisions for National Broker Contract.	Revised paragraphs in the Solicitation for Offers and issued guidance to ensure that broker commissions are evaluated appropriately under the National Broker Contract.	This RSL is expired and obsolete as it is specific to a previous broker contract that is no longer active.
RSL-2006-03	Accessibility in New Construction Leased Space	Updated GSA's accessibility standards pursuant to the Architectural Barriers Act for lease actions requiring new construction.	This RSL is expired and obsolete.
PQ-2005-05	Lease SFO Revisions for National Broker Contract	Revised paragraphs in the Solicitation for Offers and Issued guidance to ensure that broker commissions are evaluated appropriately under the National Broker Contract.	This RSL is expired and obsolete.
PQ-2005-01	Obtaining and Disseminating Schedules of Lease Periodic Services Other than Daily, Weekly, or Monthly	Transmitted guidance to leasing program associates to timely obtain schedules of periodic services from lessors.	This policy is incorporated into LDG Chapter 2 and is otherwise expired and obsolete.
PQ-2004-03	Initial Cataloging of Lease Files	Transmitted a recommended process to initially catalog awarded leases.	This policy is expired and obsolete.
PE-2003-05	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property Clarification and SFO Revision	Revises the Labor Standards SFO paragraph to clarify that Davis-Bacon Act (DBA) requirements, where otherwise applicable as part of a lease project, apply both to base building and tenant buildout work.	This policy is expired and obsolete and was incorporated into the LDG.
PE-2003-03	Office Hoteling Leases	Issued guidance on the execution of Office Hoteling leases.	This policy is expired and obsolete.
PE-2003-01	Rural Development Act Compliance	Clarified requirements for adherence to the Rural Development Act for GSA provided space	This policy is expired and incorporated into LDG.
PE-2002-03	Relocation Assistance for Lease Construction	Clarified requirements for implementation of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 on lease construction projects and issued a new Solicitation for Offers paragraph.	This policy is expired and incorporated into LDG.
PE-2002-02	Regional Real Estate Peer Review	Established a Peer Review process for lease files	This policy is expired and obsolete
PX-2001-05	Lease File Secure	Transmitted a recommended secure lease	This policy is expired and obsolete.

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Number	Name	Purpose	Reason for Cancellation
	Storage	file repository procedure.	
PER-96-03	Appraisal Requirements for Lease Acquisition	Modified existing leasing business practices regarding appraisals for lease acquisitions in the redesigned GSA real estate program.	This policy is expired and incorporated into LDG.
PER-95-06	Executive Order 12072 Implementation of Urban Location Policy	Ensured that all personnel comply with their responsibilities under EO 12072 and GSA's regulations implementing EO 12072 and clarified GSA procedures with respect to the policy for location of Federal facilities in urban areas.	This policy is expired and incorporated into LDG.
PQRP-94-07	Davis-Bacon Act and the Acquisition of Leasehold Interests in Real Property	Establishes procedures for the implementation of the Davis-Bacon Act in the acquisition of leasehold interests in real property	This policy is obsolete and incorporated into LDG.