

Attachment 1- Post survey notification when location does not meet minimum requirements

Dear **NAME**,

Thank you for your interest in leasing space to the U.S. General Services Administration (GSA). On **DATE**, we conducted a tour of your building as part of our market survey process. This notice serves to advise you that our tour indicated that your building does not appear to meet, or is incapable of meeting, the Government's minimum requirements as follows:

- **DESCRIBE HOW PROPERTY DOES NOT MEET MINIMUM REQUIREMENTS HERE**
- **DESCRIBE HOW PROPERTY DOES NOT MEET MINIMUM REQUIREMENTS HERE**
- **ETC.**

It is our understanding that the issue(s) identified above represent conditions that the building owner/lessor either cannot or will not rectify.

We will post the Request for Lease Proposals (RLP) for this requirement on SAM.gov and you may, of course, access the RLP package when it is posted. However, please be aware of the concerns identified in this letter should you choose to proceed with submitting a proposal.

Please reach out to either the Lease Contracting Officer (LCO) or me if you have any questions.

NAME

Leasing Specialist/Broker

CONTACT INFORMATION (E.G., MAILING ADDRESS, PHONE NUMBER)