

Lessor Reminder Letter – Annual Foreign Ownership/Foreign Financing Representation

Dear _____:

A recent review of our leasing records indicated that the General Services Administration (GSA) has not received the required annual representation under Lease Contract Number GS-0XP-LXXXXXXX. In accordance with the terms and conditions of the lease contract, GSAR clause 552.270-33, Foreign Ownership and Financing Representation for High-Security Leased Space, you are required to submit an annual representation to the Government regarding your entity's ownership and financing changes during the past year.

This re-representation, which must be submitted each year on the anniversary of the Lease Term Effective Date, is due _____.

I have attached a blank version of the representation for your completion. Please submit the completed representation and return it to me, either by email or using this portal, ret.gsa.gov, at your earliest convenience.

Thank you, in advance, for your cooperation in resolving this matter. If you have any questions or concerns, please contact me via telephone at _____ or via email at _____.

Regards,

Administrative Lease Contracting Officer (or designee)
Public Buildings Service
General Services Administration