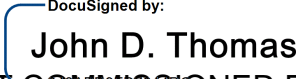




October 8, 2020

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

FROM: JOHN D. THOMAS 
ACTING ASSISTANT COMMISSIONER FOR THE OFFICE
OF LEASING - PR

SUBJECT: LEASING ALERT (LA-20-13) – SLAT Model Templates and
Instructional Guidance

1. **Purpose.** This Leasing Alert issues a new lease model, known as the “SLAT Model,” which replaces the existing “Simplified Model” for lease acquisitions at or below the Simplified Lease Acquisition Threshold (SLAT).
2. **Effective Date.** This Leasing Alert and its attachments are effective as of the date of issuance unless modified, canceled, or re-issued.
3. **Cancellation.** The following documents and templates are canceled:
 - Simplified Lease Request For Lease Proposals (RLP) – GSA Form R101A
 - Simplified Lease – GSA Form L201A
 - Simplified Lease Proposal - GSA Form 1364A
 - Simplified Lease Proposal Data - GSA Form 1364A-1
 - Simplified Lease File Checklist

The Small Model templates, issued via LAC 2016-04 and subsequently updated, remain in effect.

4. **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
5. **Instructions and Procedures.** The SLAT model may be used for any lease acquisition meeting all of the criteria for use listed below:
 - Average Net Annual Rent is at or below SLAT
 - The acquisition will not result in new building construction

- The acquisition will use the Lowest Price Technically Acceptable (LPTA) source selection method
- The Facility Security Level (FSL) for the requirement is Level I or II

Additional instructions and procedures on the use of the SLAT model are outlined under Attachment 1, SLAT Model Guidance and Instructions.

- Attachment 1, SLAT Model Guidance and Instructions
- Attachment 2, SLAT RLP Template R100A
- Attachment 3, SLAT Lease Template L100A
- Attachment 4, GSA Form 3517A (08/2020) – issued via LA-20-11
- Attachment 5, SLAT Model Lease File Checklists

ATTACHMENT 1

SLAT Model Guidance and Instructions

ATTACHMENT 2

SLAT Model RLP Template R100A

ATTACHMENT 3

SLAT Model Lease Template L100A

GSA FORM 3517A

ATTACHMENT 4

ATTACHMENT 5

SLAT Model Lease File Checklists