

## CHANGE REQUEST COVER SHEET

**Change Request Number: 13-103**

**Date Received: 9/16/13**

**Title:** Updated AMS Real Property Policy Templates

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**Name:** Charles Baldwin

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**Policy OR Guidance:** Templates

**Section/Text Location Affected:** Sections 2 and 3 of the template library are being updated

**Summary of Change:** As a result of feedback from the Real Estate Contracting Officers in the field we are revising a number of existing templates related to attachment A to the space lease and the lease evaluation form.

**Reason for Change:** We are revising these templates to address concerns expressed by Real Estate Contracting Officers in the field over the past fiscal year.

**Development, Review, and/or Concurrence:** ALO-200, ALO-300, AGC-520, WLSA, ELSA & CLSA

**Target Audience:** Real Estate Contracting Officers

**Potential Links within FAST for the Change:** N/A

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Links for New/Modified Forms (or) Documents (LINK 1)**

**On this page**

<http://fast.faa.gov/RealEstateTemplates.cfm?CFID=5058507&CFTOKEN=13550229>

**Update the files below with the following information:**

*Template Number: 2.6.3 Title: Attachment A to Space Lease, Date: 10/2013 Doc name: attachmenta.doc*

*Template Number: 3.2.1 Title: Lease Evaluation Form, Date: 10/2013 Doc name: leaseevaluation.doc*