

AMS CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 15-14

Date Received: Dec 19, 2014

Title: Updates to Real Estate Templates

Initiator Name: Caitlin Phillips

Initiator Organization Name / Routing Code: ALO-200

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Guidance and Policy must be submitted with separate CR coversheets

Policy

Or

Procurement Guidance

Real Estate Guidance

Other Guidance

Summary of Change:

Updates to the Real Estate Templates are required as a result of updated information from customers, Real Estate Contracting Officers, and Legal Counsel.

Reason for Change:

ALO-200 is revising the Real Estate templates to address concerns expressed by the Legal Counsel and Real Estate Contracting Officers over the past fiscal year.

Development, Review, and Concurrence:

ALO-200, ALO-300, AGC-520, WLSA, ELSA & CLSA

Target Audience:

Real Estate Contracting Officers

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location:

Please add the following templates in AMS with the attached documents.

- 1.3.2.3 - Land Lease Off Airport - Sample Exhibit B
- 8.1 - Real Estate Housing File Checklist
- 8.2 - FAA Application for Government Housing Form
- 8.3 - No Phone Available Certification Form

Please updated the existing templates in AMS with the attached documents.

- 1.3.2. - Land Lease Off Airport
- 2.6.8 - Standard Space Lease
- 2.6.8.1 - Standard Space Lease Instructions and Prescriptions
- 2.6.9 - Small Space Lease
- 2.6.9.1 Small Space Lease Instructions and Prescriptions
- 2.6.9.2 Small Space Lease Reference Clauses

Please REMOVE the following documents in AMS (there is no replacement document for these).

- 2.6.3 - Attachment A to Space Lease
- 2.6.3.1 - Attachment B to Space Lease

The redline version must be a comparison with the current published FAST version.

I confirm I used the latest published version to create this change / redline

Or

This is new content

Links:

<http://fast.faa.gov/RealEstateTemplates.cfm>

Attachments:

Redline and Final documents.

Other Files:

None.