

Real Estate Guidance - (10/2018)

1 LAND ACQUISITION

1.1 Land Guidance

1.1.1 Applicability

1.1.2 Background

1.1.3 Guidelines Revised 4/2012

1.1.3.1 Environmental / Sustainability / Energy Revised 10/2016

1.1.4 Request

1.1.5 Requirements Revised 1/2015

1.1.5.1 No Cost Land on Airport Memorandum of Agreement(MOA) Revised 4/2012

1.1.5.2 Succeeding Leases/Lease Renewals Revised 7/2012

1.1.5.2.1 Holdover Tenancy Revised 1/2015

1.1.6 Procurement Method Revised 4/2012

1.1.7 Advertising

1.1.8 Right Of Entry Revised 4/2012

1.1.9 Survey / Title / Appraisers

1.1.10 Market Survey / Appraisal Revised 4/2012

1.1.11 Lease versus Purchase Analysis Revised 4/2012

1.1.12 Term Of Lease

1.1.13 Evaluation / Negotiation Revised 4/2012

1.1.14 Contract Execution Revised 1/2015

1.1.15 Documentation for Land Contracts and File Revised 7/2014

1.1.16 Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

1.1.17 Outgrant Revised 1/2015

1.1.18 Contracting Officer Representative (COR) Added 1/2007

1.1.19 Condemnation Added 4/2009

1.1.19.1 Acquisition of Real Property by Eminent Domain – Procedure Guide for the FAA Revised 7/2016

1.1.19.2 Condemnation Procedures Checklist Added 1/2008

1.2 Land Clause Matrix Revised 10/2014

1.2.1 Outgrant Clause Matrix Revised 4/2012

1.2.2 Easement Clause Matrix Added 4/2013

1.3 Land Lease Templates Revised 4/2010

2 SPACE ACQUISITION GUIDANCE

2.1 Applicability

2.2 Real Estate Acquisition Process

2.2.1 Request

2.2.2 Requirements and Planning Revised 1/2011

2.2.3 Procurement Method

2.2.4 Succeeding Leases/Lease Renewals Revised 7/2012

2.2.4.1 Holdover Tenancy Revised 7/2008

2.2.5 Advertising/Market Survey and Appraisal Revised 1/2015

2.2.6 Request for Offers/Solicitation for Offers Revised 4/2015

2.2.7 Negotiation Revised 10/2015

2.2.7.1 Negotiation for Cost Leases Added 10/2015

2.2.8 Evaluation of Offers

2.2.9 Documentation to the Lease File Revised 7/2014

2.2.10 Award

- 2.2.11 Condemnation [Added 1/2008](#)
- 2.3 Post Award Real Estate Process
 - 2.3.1 Inspection and Acceptance [Revised 7/2016](#)
 - 2.3.2 Alterations and Improvements [Revised 7/2016](#)
 - 2.3.3 Tenant Improvements / Tenant Improvement Allowances for Space Acquisition [Revised 7/2016](#)
 - 2.3.3.1 Questions and Answers [Revised 7/2016](#)
 - 2.3.3.2 Examples of the Standard Space Lease Template in Practice [Revised 7/2016](#)
 - 2.3.3.3 Glossary [Revised 7/2016](#)
- 2.4 Appendices
 - 2.4.1 Appendix A: Administrative Space Guidance [Revised 7/2016](#)
 - 2.4.1.1 Chief Financial Officer Review of GSA Space Request over \$10 Million [Revised 7/2016](#)
 - 2.4.1.2 Occupancy Agreement Checklist for GSA-Owned and GSA – Leased Space [Revised 7/2016](#)
 - 2.4.2 Appendix B: Vehicle Parking Guidance [Revised 4/2012](#)
 - 2.4.3 Appendix C: Rural Development Act Guidance [Revised 4/2012](#)
 - 2.4.4 Appendix D: Lease Terms [Revised 4/2012](#)
 - 2.4.5 Appendix E: Rent-Free Guidance [Revised 4/2014](#)
 - 2.4.6 Appendix F: Short-term Conference and Meeting Space [Revised 10/2016](#)
 - 2.4.7 Appendix G: Security [Revised 4/2012](#)
 - 2.4.8 Appendix H: Seismic [Revised 10/2014](#)
 - 2.4.9 Appendix I: Accessibility [Revised 10/2018](#)
 - 2.4.10 Appendix J: Outgrant [Revised 4/2015](#)
 - 2.4.11 Appendix K: Supplemental Lease Agreement (SLA) [Revised 10/2015](#)
 - 2.4.12 Appendix L: Contracting Officer Representative (COR) [Added 1/2007](#)
 - 2.4.13 Appendix M: Labor Standards/Davis Bacon [Revised 7/2009](#)
 - 2.4.14 Appendix O: Disaster or Emergency Janitorial Services [Revised 4/2012](#)
 - 2.4.15 Appendix P: Environmental / Sustainability / Energy [Revised 7/2016](#)
 - 2.4.15.1 Environmental Due Diligence [Revised 7/2016](#)
 - 2.4.15.2 Energy Performance [Revised 7/2016](#)
 - 2.4.15.3 Sustainable Buildings [Revised 7/2016](#)
 - 2.4.15.4 D. ISO 14001 Environmental Management System (EMS) [Revised 7/2016](#)
 - 2.4.16 Appendix Q: Managing Rent Adjustment Clauses After Lease Award [Revised 7/2016](#)
- 2.5 Space Clause Matrix [Revised 10/2014](#)
 - 2.5.1 Outgrant Clause Matrix [Revised 10/2012](#)
- 2.6 Space Lease Templates [Revised 4/2010](#)
 - 2.6.8 Standard Space Lease Form [Added 1/2014](#)
 - 2.6.9 Small Space Lease Form [Added 1/2014](#)
 - 2.6.19 Space Lease Clause Review Checklist [Added 1/2014](#)
 - 2.6.20 Space Lease File Review Checklist [Added 1/2014](#)
- 3 ADMINISTRATIVE AND GENERAL ASSET MANAGEMENT [Revised 7/2008](#)
 - 3.1 Management Guidance
 - 3.1.1 Applicability
 - 3.1.2 Background
 - 3.1.3 Guidelines

- 3.1.4 Budget Review and Procurement Requests Added 4/2015
- 3.1.5 Contract Management Revised 4/2015
 - 3.1.5.1 System for Award Management (SAM) Revised 4/2015
 - 3.1.5.2 Electronic Fund Transfer (EFT) Revised 4/2015
- 3.1.6 Capitalization Revised 4/2015
- 3.1.7 Real Property Physical Inventories and Records Revised 4/2015
- 3.1.8 Accountability Revised 4/2015
 - 3.1.8.1 Lease Scanning and Documentation Procedure Revised 4/2015
- 3.2 Management Forms Revised 7/2010
- 4 UTILITY ACQUISITION
 - 4.1 Utility Guidance
 - 4.1.1 Applicability Revised 4/2008
 - 4.1.2 Background Revised 4/2008
 - 4.1.3 Guidelines Revised 4/2008
 - 4.1.4 Pre-Award Contract Reviews Revised 7/2008
 - 4.1.5 Award Revised 4/2008
 - 4.1.5.1 Funding Obligation Added 4/2008
 - 4.1.6 Post-Award Actions Revised 4/2012
 - 4.1.6.1 Payment Problems Added 4/2008
 - 4.1.6.2 Problems Involving Meter/Account Numbers Added 4/2008
 - 4.1.6.3 Energy Cooperative Programs Revised 1/2012
 - 4.1.7 Termination Revised 4/2008
 - 4.1.8 Disposal of Real Property effect on Utility Revised 4/2008
 - 4.1.9 Documentation Revised 4/2012
 - 4.2 Utility Clause Matrix Revised 4/2013
 - 4.3 Utility Templates Revised 4/2010
- 5 MANAGEMENT AND DISPOSAL OF EXCESS REAL PROPERTY Revised 10/2005
 - 5.1 Introduction Added 10/2005
 - 5.1.1 General Added 10/2005
 - 5.1.2 Scope Added 10/2005
 - 5.2 Roles and Responsibilities Added 10/2005
 - 5.2.1 Real Property Management Officer (RPMO) (FAA Headquarters) Revised 10/2008
 - 5.2.2 Real Property Manager (RPM) Revised 10/2008
 - 5.2.3 Internal Review Officer (IRO) Added 10/2005
 - 5.2.4 Real Property Disposal Officer (RPDO) Added 10/2005
 - 5.2.5 Personal Property Disposal Officer (PPDO) Added 10/2005
 - 5.2.6 Real Estate Contracting Officer (RECO) Added 10/2005
 - 5.2.6.1 Contracting Officer Representative (COR) Added 10/2006
 - 5.2.6.2 Sample Notification Letter and Delegation Memorandum Revised 4/2012
 - 5.2.7 Logistics Program Coordinator (LPC) Added 10/2005
 - 5.2.8 Real Property Custodian (RPC) Added 10/2005
 - 5.3 Identification of Excess Real Property Added 10/2005
 - 5.3.1 Mission-Related Excess Added 10/2005
 - 5.3.2 Condition-Related Excess Added 10/2005
 - 5.3.2.1 Safety Hazards Added 10/2005
 - 5.3.2.2 Unserviceable Property Added 10/2005
 - 5.3.2.3 Damaged Property Added 10/2005
 - 5.3.2.4 Uneconomical to Maintain Assets Added 10/2005
 - 5.4 Evaluation of Excess Real Property for Disposition Added 10/2005

- 5.4.1 General [Added 10/2005](#)
- 5.4.2 Budgeting for Disposal Costs [Added 10/2005](#)
- 5.4.3 Reutilization [Added 10/2005](#)
- 5.4.4 Demolition [Added 10/2005](#)
 - 5.4.4.1 To Facilitate Airport Improvements [Added 10/2005](#)
 - 5.4.4.2 Dismantling for Reutilization [Added 10/2005](#)
 - 5.4.4.3 Elimination of Safety Hazards [Added 10/2005](#)
 - 5.4.4.4 Uneconomical to Maintain [Added 10/2005](#)
- 5.4.5 Conveyance by Transfer Agreement [Revised 1/2012](#)
 - 5.4.5.1 To Facilitate Airport Improvements [Added 10/2005](#)
 - 5.4.5.2 Obligated by Contract [Added 10/2005](#)
 - 5.4.5.3 Release of Easements, Restrictions and Other Real Property Rights [Added 10/2005](#)
- 5.4.6 Abandonment of Leasehold Improvements [Revised 1/2012](#)
- 5.4.7 Evaluation of Legal, Safety, Security and Environmental Issues [Revised 4/2009](#)
- 5.4.8 Evaluation of Environmental and Safety Issues [Revised 1/2012](#)
- 5.5 Real Property Disposal Actions [Added 10/2005](#)
 - 5.5.1 General [Added 10/2005](#)
 - 5.5.2 Totally Decommissioned Sites [Added 10/2005](#)
 - 5.5.2.1 Leased Land and Other Real Property Rights [Revised 4/2009](#)
 - 5.5.2.2 Owned Land [Added 10/2005](#)
 - 5.5.2.3 Permanent Buildings [Revised 1/2012](#)
 - 5.5.2.4 Non-permanent Buildings [Revised 1/2012](#)
 - 5.5.2.5 Structures [Revised 1/2012](#)
 - 5.5.2.6 Other Real Property Rights [Added 10/2005](#)
 - 5.5.3 Partially Decommissioned Sites [Added 10/2005](#)
 - 5.5.4 Miscellaneous Real Property and Component Items [Revised 4/2009](#)
 - 5.5.5 Preparation and Routing of FAST Form, Real Property Disposition Report [Revised 4/2009](#)
 - 5.5.5.1 The FAST Form, Real Property Disposition Report [Revised 4/2009](#)
 - 5.5.5.2 Initiator Responsibilities [Revised 4/2009](#)
 - 5.5.5.3 Routing and Review of the FAST Form, Real Property Disposition Report [Revised 4/2009](#)
 - 5.5.5.4 RPDO Decision Factors [Added 10/2005](#)
 - 5.5.5.5 RPDO Actions [Revised 4/2009](#)
- 5.6 Reutilization [Added 10/2005](#)
 - 5.6.1 General [Added 10/2005](#)
 - 5.6.2 Criteria for Reutilization [Added 10/2005](#)
 - 5.6.3 Processing for Local or Regional Reutilization [Added 10/2005](#)
 - 5.6.4 Reutilization of Land, Land Rights or Space [Revised 4/2012](#)
 - 5.6.5 Reutilization Outside the Region [Added 10/2005](#)
- 5.7 Reporting Excess Property for Interagency Screening [Added 10/2005](#)
 - 5.7.1 General [Added 10/2005](#)
 - 5.7.2 USD System [Added 10/2005](#)
 - 5.7.3 GSA Property Disposals [Revised 4/2009](#)
 - 5.7.3.1 Reporting Environmental Information to the GSA [Revised 4/2009](#)
 - 5.7.3.2 Standard Form 118 [Added 10/2005](#)
 - 5.7.3.3 Excess Government-Owned Land [Added 10/2005](#)
 - 5.7.3.4 Relinquishment of Public Domain Land [Added 10/2005](#)

- 5.7.4 Withdrawal From Excess [Added 10/2005](#)
- 5.8 Real Property Reports of Survey [Added 10/2005](#)
 - 5.8.1 General [Added 10/2005](#)
 - 5.8.2 Special Terms [Added 10/2005](#)
 - 5.8.3 Loss, Damage or Destruction of Government Real Property [Added 10/2005](#)
 - 5.8.3.1 Loss of Government Real Property [Added 10/2005](#)
 - 5.8.3.2 Damage to Government Real Property [Added 10/2005](#)
 - 5.8.3.3 Destruction of Government Real Property [Added 10/2005](#)
 - 5.8.4 Report of Survey Investigations, Findings and Recommendations [Added 10/2005](#)
 - 5.8.4.1 Real Property Custodian [Added 10/2005](#)
 - 5.8.4.2 Survey Officer [Revised 4/2012](#)
 - 5.8.5 Survey Officer Calculations for Property Value, Repair Cost and Financial Liability [Added 10/2005](#)
 - 5.8.5.1 Value of Lost or Destroyed Real Property [Added 10/2005](#)
 - 5.8.5.2 Value of Damaged Property [Added 10/2005](#)
 - 5.8.5.3 Limits of Liability [Added 10/2005](#)
 - 5.8.6 Internal Review Officer Responsibilities [Added 10/2005](#)
 - 5.8.7 Report of Survey (ROS) Board [Revised 4/2012](#)
 - 5.8.8 Real Property Manager Responsibilities [Added 10/2005](#)
 - 5.8.9 Review by Counsel [Added 10/2005](#)
 - 5.8.10 Notifying Respondent(s) of Financial Liability Findings [Added 10/2005](#)
 - 5.8.10.1 Respondent's Rights [Added 10/2005](#)
 - 5.8.10.2 Processing Time [Added 10/2005](#)
 - 5.8.11 Finalization of Reports of Survey [Added 10/2005](#)
 - 5.8.12 Special Actions [Added 10/2005](#)
 - 5.8.12.1 Recovered Property [Added 10/2005](#)
 - 5.8.12.2 Repayment of Amounts Erroneously Collected [Added 10/2005](#)
- 5.9 Appendices [Added 10/2005](#)
 - 5.9.1 Appendix A - Glossary [Revised 4/2009](#)
 - 5.9.2 Appendix B- Acronyms [Revised 4/2012](#)
 - 5.9.3 Appendix C - Forms [Revised 4/2012](#)
 - 5.9.3.1 LIS/USD Excess Personal Property Report [Revised 7/2010](#)
 - 5.9.3.2 Real Property Disposition Report [Revised 7/2010](#)
 - 5.9.3.3 Real Property Account Adjustment Report [Revised 7/2010](#)
 - 5.9.3.4 Report Survey [Revised 7/2010](#)
 - 5.9.4 Appendix D - GSA Headquarters and Regional Offices [Added 10/2005](#)
 - 5.9.5 Appendix E - Other Useful References [Added 10/2005](#)
- 6 REAL ESTATE CAREER DEVELOPMENT [Revised 7/2013](#)
 - 6.1 Introduction [Revised 1/2015](#)
 - 6.2 Real Estate Contracting Officer/Specialist (RECO/S) Certification [Revised 1/2015](#)
 - 6.2.1 Attaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification [Revised 4/2016](#)
 - 6.2.2 Maintaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification [Revised 4/2016](#)
 - 6.3 Real Estate Contracting Officer/Realty Specialist Training and Development [Added 1/2015](#)
 - 6.3.1 Training for Initial Certification [Added 1/2015](#)
 - 6.3.2 Training for Recertification or Job Specific Development [Revised 4/2016](#)
 - 6.3.3 Training Prioritization and Delivery [Revised 4/2015](#)
 - 6.4 Real Estate Contracting Officer Warrants [Revised 1/2015](#)

- 6.4.1 Real Estate Contracting Officer/Specialist (RECO/S) Warrants Revised 1/2015
 - 6.4.2 Warrant Levels Revised 4/2016
 - 6.4.3 Maintaining Warrants Revised 1/2015
 - 6.4.4 Limitations Revised 1/2015
 - 6.4.5 FAA Federal Acquisition Executive (FAE) Approval Revised 1/2015
 - 6.4.6 Procedures for Obtaining and Increasing Warrants Revised 4/2016
 - 6.5 Real Estate Development Forms Revised 4/2016
 - 7 LEGAL COORDINATION Added 10/2009
 - 7.1 Legal Review of Real Property Actions Added 10/2009
 - 7.2 Introduction Added 10/2009
 - 7.3 Definitions Added 10/2009
 - 7.4 Real Property Actions Coordinated with the Office of Chief Counsel (AGC-500) or Region or Center Counsel Revised 7/2014
 - 7.5 Coordination between the Service Organization and Agency Counsel Added 10/2009
 - 7.6 Real Property Acquisition: Documentation Required to be Submitted for Legal Review Revised 7/2012
 - 7.7 Representation Added 10/2009
 - 7.8 Exceptions and Waivers Added 10/2009
 - 8 Housing Added 10/2011
 - 8.1 Applicability Revised 1/2015
 - 8.2 Roles & Responsibilities Revised 10/2015
 - 8.3 Types of Housing Units Revised 10/2015
 - 8.4 Forms & Documentation Revised 1/2017
 - 8.5 New Housing Acquisition Process Revised 10/2015
 - 8.6 Housing Administration Revised 1/2017
-