

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 20-69

**Date Received:** 8/12/20

**Title:** Real Property Templates and Samples Batch #9 Sample Correspondence & Letters

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**Initiator Name:** Monica Rheinhardt

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

**Initiator Phone:** 202.267.1441

**ASAG Member Name:** Monica Rheinhardt

**ASAG Member Phone:** 202.267.1441

**Policy and Guidance:** (check all that apply)

- Policy
- Procurement Guidance
- Real Estate Guidance
- Other Guidance
- Non-AMS Changes

**Summary of Change:**

Add Real Property Templates and Samples Batch #9 Sample Correspondence & Letters.

**Reason for Change:**

Add documents as part of real estate integration effort.

**Development, Review, and Concurrence:**

AAP-110

**Target Audience:**

Real Estate contracting personnel

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:**

Procurement Policy, Guidance and Forms - Real Property Templates and Samples

**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:** Procurement Policy, Guidance and Forms - Real Property Templates and Samples

**Attachments:**

- Best and Final Offer Letter
- Cover Letter for return of fully executed contract
- Cover Letter for return of recorded copy of contract
- Cover Letter for Supplemental Agreement
- Cover Letter for Termination of Space
- Cure Letter A
- Cure Letter B
- Follow Up Letter
- Letter regarding FAA's Tax Exempt status
- Letter of Self-Insurance
- Letter Requesting Permit from another Federal Agency
- Letter Requesting Restrictive Aerial Easement
- Letter requesting Updated EFT Info
- Letter to Lessor re. COR Delegation
- MOA Transmittal Letter
- MOA Update Letter
- Off Airport Land Transmittal Letter
- Outgrant Cover Letter- Cease & Desist
- Outgrant Transmittal Letter
- Standard Space Lease Transmittal Letter

**Other Files:**

N/A.