

## CHANGE REQUEST COVER SHEET

**Change Request Number: 14-10**

**Date Received: 12/20/13**

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

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**Name:** Charles Baldwin

**Phone:** 571-205-8427

**Policy OR Guidance:** Templates

**Section/Text Location Affected:** Sections 1, 2, and 9 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 the clause and file checklists for land and space leases. Additionally, we are updating the attornment clauses for the land and space leases based on feedback from General Counsel.

**Reason for Change:** We are revising these templates to address concerns expressed by Real Estate Contracting Officers in the field and General Counsel 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&p\\_title=Functions](http://fast.faa.gov/RealEstateTemplates.cfm?CFID=5058507&CFTOKEN=13550229&p_title=Functions)

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

*Template Number:* 1.3.1 *Title:* Land On an Airport, *Date:* 1/2014 *Doc name:* landonairport.doc

*Template Number:* 1.3.2 *Title:* Land Off an Airport, *Date:* 1/2014 *Doc name:* landoffairport.doc

*Template Number:* 1.3.5 *Title:* Land Lease and MOA File Review Checklist, *Date:* 1/2014 *Doc name:* landfilereview.doc

*Template Number:* 1.3.6 *Title:* Land Lease and MOA Clause Review Checklist, *Date:* 1/2014 *Doc name:* landclausereview.doc

*Template Number: 2.6.8 Title: Standard Space Lease Form, Date: 1/2014 Doc name: spacelease.doc*

*Template Number: 2.6.9 Title: Small Space Lease Form, Date: 1/2014 Doc name: smallspacelease.doc*

*Template Number: 2.6.19 Title: Space Lease Clause Review Checklist, Date: 1/2014 Doc name: spaceclausereview.doc*

*Template Number: 2.6.20 Title: Space Lease File Review Checklist, Date: 1/2014 Doc name: spacefilereview.doc*

**Please *ADD* the following two new templates with the following information:**

*Template Number: 1.3.5.1 Title: Land Lease and MOA File Review Checklist with Narrative, Date: 1/2014 Doc name: landfilereviewnarrative.doc*

*Template Number: 2.6.20.1 Title: Space Lease File Review Checklist, Date: 1/2014 Doc name: spacefilereviewnarrative.doc*

**Please *REMOVE* the following template with the following information:**

*Template Number: NA Title: Option Exercise Notification, Doc name: option.doc*