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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST: OFF AIRPORT LAND LEASE**  **(NEW ACQUISITION)** |

**Lease #****:** <insert Lease Number>  
**Location/Facility:** < Insert location/facility name>

| **CHECKLIST ITEM** | **IN FILE? Y / N or N/A** | **COMMENT:** State why a required item is not in file unless it is not applicable (N/A). |
| --- | --- | --- |
| **SECTION 1 - LEASE CONTRACT DOCUMENTS** |  |  |
| File Checklist & Form w/ QA Approval |  |  |
| Clause Review Checklist & Form w/ QA Approval |  |  |
| Supplemental Lease Agreement(s) |  |  |
| Executed Lease Document with certification |  |  |
| Transfer of Ownership |  |  |
| Ownership Verification |  |  |
| Evidence of Authority (i.e. power of attorney, trust document) |  |  |
| Death Certificates |  |  |
| Recording Documentation |  |  |
| Right of Entry Permit |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |
| Fiscal year payments (PRs, Mods, DO/TOs) |  |  |
| PRISM Purchase Order |  |  |
| Funding Approval |  |  |
| Vendor Entry Confirmation |  |  |
| Lease Evaluation Form |  |  |
| SAM record OR RECO’s signed exemption |  |  |
| PR from LOB to initiate acquisition |  |  |
| Financial Communications |  |  |
| **SECTION 3 & 4 – CORRESPONDENCE/COMMUNICATIONS** |  |  |
| Correspondence, Memos and Emails |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |
| Contact List |  |  |
| ATO Project Requirements |  |  |
| Negotiator Report |  |  |
| REMS (Real Estate Management System) entry |  |  |
| RETS (Real Estate Tracking System) Notes |  |  |
| Legal Review and concurrence |  |  |
| Market Survey/Appraisal |  |  |
| Lease vs. Purchase Analysis |  |  |
| Environmental Documentation (i.e. EDDA document) |  |  |
| RDA (Rural Development Act) Form |  |  |
| **SECTION 6 – DRAWINGS/MISC.** |  |  |
| Drawings, Photos and Miscellaneous Info |  |  |
| Disposal/Termination Documents |  |  |

File Checklist prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of preparer if different than RECO Date

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RECO Signature Date

QA review findings (Check one):

\_\_\_\_ No corrective action required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(QA signature) Date

\_\_\_\_ Corrective action(s) required as described on attached QA file review form