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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST: ANTENNA/EQUIPMENT SPACE LEASE** |

**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 with QA Approval |  |  |
| Clause Review Checklist & Form with 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) |  |  |
| Assignment of Rents (i.e. property management company) |  |  |
| Estoppel Certificate(s) |  |  |
| Previous Expired Lease(s) with SLAs |  |  |
| **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 |  |  |
| Financial Communications |  |  |
| **SECTIONS 3 & 4 – CORRESPONDENCE AND COMMUNICATIONS** |  |  |
| Correspondence, Memos and Emails |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |
| Contact List |  |  |
| Negotiator’s Report |  |  |
| REMS (Real Estate Management System) |  |  |
| RETS (Real Estate Tracking System) notes |  |  |
| Legal Review and Concurrence |  |  |
| Single Source Justification Form |  |  |
| Requirements document/continuing need statement |  |  |
| Market Analysis |  |  |
| FAA Environmental Documentation (i.e. EDDA doc) |  |  |
| RDA (Rural Development Act) Form |  |  |
|  |  |  |
| **SECTION 6 – DRAWINGS / UTILITIES / MISC** |  |  |
| Drawings, photos |  |  |
| Disposal Documents |  |  |
| Utility Account Information (if contracted directly by FAA) |  |  |

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