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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST: STANDARD SPACE 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 with QA Approval |  |  |
| Clause Review Checklist & Form with QA Approval |  |  |
| Supplemental Lease Agreement(s) |  |  |
| Executed Lease Document with certification |  |  |
| Ownership Verification |  |  |
| Evidence of Authority (i.e. power of attorney, trust document) |  |  |
| Assignment of Rents (i.e. property management company) |  |  |
| Estoppel Certificate(s) |  |  |
| Certification of Seismic Compliance Form |  |  |
| Security (Personnel & Facility) documentation |  |  |
| Space Safety and Environmental Form  OR Occupancy Permit / Certificate of Occupancy |  |  |
| Lessor’s Environmental Documentation (i.e. LEED, Energy Star certification, etc.) |  |  |
| **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 |  |  |
| **SECTION 3 – CORRESPONDENCE** |  |  |
| Correspondence, Memos and Emails |  |  |
| **SECTION 4 – PROJECT REQUIREMENTS, SOLICITATION AND AWARD DOCUMENTATION** |  |  |
| Requirements document / Business Case |  |  |
| SFO Documentation (Nondisclosure Agreements, Pre-SFO Coordination with Legal, SFO Correspondences, SFO Sample Lease and Distribution List (w/LOB Concurrence), Advertisement, & SFO - Letter to Unsuccessful Offerors) |  |  |
| Evaluation of Offers (Evaluation Criteria in writing, Review Offers from SFO, Initial Review of Proposal To Lease/Offer(s), conduct Present Value Analysis of Offer) |  |  |
| Award Letter |  |  |
| Proposal to Lease Space |  |  |
| Letter to Lessor for Acceptance of Space |  |  |
| Lessor Annual Cost Statement |  |  |
| **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 |  |  |
| Market Analysis |  |  |
| FAA environmental documentation (i.e. EDDA doc) |  |  |
| RDA (Rural Development Act) Form |  |  |
| Contracting Officer Representative (COR) Documentation (if designated by RECO) |  |  |
| **SECTION 6 – DRAWINGS / UTILITIES / MISC** |  |  |
| Drawings, Photos and Miscellaneous Info |  |  |
| Independent Government Cost Estimate for space build-out or alterations |  |  |
| Disposal Documents |  |  |
| Utility Account Information (if contracted directly by FAA) |  |  |

File Checklist prepared by:

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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