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[Date]

[Name]

[Street address]

[City, state, zip]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Enclosed are three originals of Federal Aviation Administration (FAA) Real Estate Contract No. [Insert FAA contract number] covering the [insert facility name/abbreviation] facility located at [insert address or other location description]. This lease succeeds FAA Lease No. [Insert previous contract number] that expires on [insert expiration date].

Also enclosed, the following documents must be completed and signed by the appropriate official as necessary:

* Certification of Seismic Compliance
* Water quality test report
* Radon Evaluation Report
* Lessor’s Annual Cost Statement
* Certificate of ABAAS Compliance
* FAA Safety and Environmental Checklist
* Vendor Miscellaneous Payment Information Form
* Certification of Authorization
* Notary Acknowledgement Form
* [RECO insert any other required forms/attachments such as Estoppel Certificate, LEED certification, EFT Form, Notification of COR, Drawings, Special Stipulations, etc.]

If this agreement is acceptable to you, please execute and return three originals along with all completed attachments to this office. Upon completion by the Government, an executed copy of the lease will be returned to you. If you need additional information, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Insert RECO Name}

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures