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

**Lease/Contract #:** [XXXXX-XX-X-XXXXX]

**Location/Facility:** [INSERT CITY/STATE/ATID/FACILITY TYPE]

| **CHECKLIST ITEM**  **(“/” means “or”)**  NAMING CONVENTION | **AMS Reference** | **IN FILE? Y / N or N/A** | **COMMENT:** State why a required item is not in file unless it is not applicable (N/A). |
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| **SECTION 1 - LEASE CONTRACT DOCUMENTS** |  |  |  |
| File Checklist & Form w/ QA Approval  Lease#\_FC/FCA | T3.10.1.A.7, RP Procurement Templates & Samples |  |  |
| Clause Review Checklist & Form w/ QA Approval  Lease#\_CC/CCA |  |  |  |
| Supplemental Agreement(s)  Lease#\_SLA1 | T3.10.1 (5b) |  |  |
| Executed Lease Document with certification  Lease#\_Lease | T3.8.8, T3.10.1, RP Procurement Templates & Samples |  |  |
| Transfer of Ownership  Lease#\_Transfer of Owner | T3.2.2.7 & T3.8.8 |  |  |
| Ownership Verification  Lease#\_Owner Verify | T3.2.2.7 & T3.8.8 |  |  |
| Evidence of Authority (i.e. power of attorney, trust document)  Lease#\_POA | T3.2.2.7 |  |  |
| Death Certificates  Lease#\_Death Certs | T3.2.2.7 & T3.8.8 |  |  |
| Recording Documentation  Lease#\_Recording | T3.8.8.B.9 |  |  |
| Previous Expired Lease(s) with Amendment(s)  Lease#\_Previous Leases | T3.10.1 |  |  |
| Right of Entry Permit  Lease#\_ROE | T3.10.1 |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |  |
| Fiscal year payments (PRs, Mods, DO/TOs)  Lease#\_PR or RFM | T3.3.1 |  |  |
| PRISM Purchase Order  Lease#\_PO/MOD1/DOTO | T3.2.2.3 |  |  |
| Funding Approval  Lease#\_Funding Approval | T3.2.1 & T3.3.1 |  |  |
| Vendor Entry Confirmation  Lease#\_Vender Entry | T3.3.1 |  |  |
| Initial Lease Scoring Documentation  LEASE # SCORING INITIAL | T3.3.8 & T3.8.5 |  |  |
| Final Lease Scoring Documentation  LEASE # SCORING FINAL | T3.3.8 & T3.8.5 |  |  |
| SAM record OR RECO’s signed exemption  Lease#\_SAM exempt | T3.3.1 |  |  |
| EFT waiver request form \*NOTE: do not include PII in the contract file  LEASE # EFT WAIVER | T3.3.1.A.3, RP Procurement Templates & Samples |  |  |
| Financial Communications  Lease#\_Financial Comm | T3.10.1 |  |  |
| **SECTION 3 & 4 – CORRESPONDENCE/COMMUNICATIONS** |  |  |  |
| Correspondence, Memos and Emails  Lease#\_Email/Correspondence | T3.10.1 |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |  |
| Contact List  Lease#\_Point of Contact | T3.10.1 |  |  |
| ATO Project Requirements  Lease#\_ATO Requirements | T3.2.1 |  |  |
| Procurement Plan  Lease#\_  REQ  PP | 3.2.1 & T3.2.2.8 & T3.2.1, RP Procurement Templates & Samples |  |  |
| Negotiator Report  Lease#\_NR | 3.2.2.3.1.2.5 & T3.2.2.3.A.10 & T3.8.8, RP Procurement Templates & Samples |  |  |
| REMS (Real Estate Management System) entry  Lease#\_REMS | T3.10.1 |  |  |
| RETS (Real Estate Tracking System) Notes  Lease#\_RETS | T3.10.1.7.a |  |  |
| Legal Review and concurrence  Lease#\_Legal Review/Concurrence | T.1.15 |  |  |
| Lease vs. Purchase Analysis  Lease#\_LvP | T3.8.8 |  |  |
| Market Survey/Appraisal  Lease#\_Market Survey/Appraisal | T3.2.1.2, T3.8.8 |  |  |
| FAA environmental documentation (i.e. Environmental Screening Checklist 1050.19C App. D  LEASE # REQ ESC | T3.6.3, RP Procurement Templates & Samples |  |  |
| Environmental Exception 1050.19C  App C  LEASE # REQ EDDE | T3.6.3, RP Procurement Templates & Samples |  |  |
| RDA (Rural Development Act) Form  Lease#\_RDA | 3.8.8, RP Procurement Templates & Samples |  |  |
| Statement of Need  Lease#\_Continuing Need Stmt | T3.2.1 |  |  |
| **SECTION 6 – DRAWINGS/MISC.** |  |  |  |
| Drawings, Photos and Miscellaneous Info  Lease#\_Drawing | T3.10.1 |  |  |
| Disposal/Termination Documents  Lease#\_Disposal/Termination | T3.10.6 |  |  |
| Utilities  LEASE#\_UTILITIES | T3.10.1 |  |  |

**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 complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(QA signature) Date