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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **ON AIRPORT LAND LEASE** |

**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#\_\_Executed Lease | T3.8.8,T3.10.1, RP Procurement Templates & Sample |  |  |
| 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 |  |  |
| Previous Expired Contract(s) and Amendment(s)  Lease#\_\_Previous Leases | T3.10.1 |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |  |
| Fiscal year payments (PRs, Mods, DO/TOs)  Lease#\_\_PR/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** |  |  |  |
| Correspondence, Memos and Emails  Lease#\_\_Email/Correspondence | T3.10.1 |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |  |
| Contact List  Lease#\_\_POC | T3.10.1 |  |  |
| Negotiator Report  Lease#\_\_NR | 3.2.2.3.1.2.5 & T3.2.2.3.A.10 & T3.8.8, RP Procurement Templates & Samples |  |  |
| Procurement Plan  Lease#\_\_  REQ  PP | 3.2.1 & T3.2.2.8 & T3.2.1, 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 |  |  |
| NAS Exemption  Lease#\_\_NAS Memo | T3.2.2.4 |  |  |
| 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 |  |  |
| **SECTION 6 – DRAWING/MISC.** |  |  |  |
| Survey/ Legal description/ Restricted Areas  Lease#\_\_Survey/Legal Desc | T3.10.1 |  |  |
| 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