**PROJECT:** (Describe project here: e.g. FSDO space lease located in Las Vegas, NV)

**TYPE of LEGAL REVIEW NEEDED:** (e.g. Non-competitive, Space Lease, Lease Renewal, Condemnation, ETC.)

Please check the materials have been given to legal counsel for review.  If not all required documents are included, please note in the comments section a date by which the missing documentation will be provided.

A copy of the Market Survey, if one was conducted.  If no Market Survey was conducted, a statement explaining the determination not to conduct one must be included;

The Statement of Work (SOW), Solicitation for Offers (SFO), Screening Information Request (SIR), or other documentation that sets forth the requirements for the acquisition;

If the acquisition was conducted utilizing competitive procedures, a summary of the offers received and the evaluation of the strengths and weaknesses of each;

If the acquisition is non-competitive, a statement in support of the non-competitive acquisition, executed by the RECO;

A determination that funding is available for the acquisition;

If a leasehold acquisition, the final Lease document, with an explanation of any revisions to the standard clauses, if applicable;

Copies of all RETS notes pertaining to the acquisition;

A copy of the Lease versus Purchase Analysis;

An appraisal report, if applicable;

A title report, and title insurance binder, if applicable; and

The draft, or executed final version, of the Negotiator’s Report, if applicable.

ADDITIONAL COMMENTS/INFORMATION PROVIDED TO LEGAL:

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Date Delivered to Legal Counsel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of RECO: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal Concurrence:**

* Concur without comments
* Concur with comments

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* Non-Concur with comments

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Legal Counsel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

If RECO received a non-concur with comments, the documentation must be revised to address the issues raised in the non-concurrence, and resubmitted.

Resubmitted for Review and Concurrence on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

* Concur without comments
* Concur with comments

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* Non-Concur with comments

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RECO Comments

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Legal Counsel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)