*ACTION REQUIRED: As part of the annual lease file review, the requiring office should confirm whether the lease is FSL III or above. If so, review the lease, or subsequent lease amendments, to confirm whether the lease contains the representation requiring annual foreign ownership/foreign financing representation. For leases containing this representation, the Lessor is expected to submit an annual representation. The following sample letter may be used to request the annual representation.*

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[name]

[street address]

[city, state, zip]

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

A recent review of our leasing records indicated that the Federal Aviation Administration (FAA) has not received the required annual representation under Lease Contract Number XXXXX-XX-X-XXXXX. In accordance with the terms and conditions of the lease contract, FAA clause 6.9.7, Foreign Ownership and Financing Representation for High-Security Leased Space, you are required to submit an annual representation to the Government regarding your entity’s ownership and financing changes during the past year.

This re-representation, which must be submitted each year on the anniversary of the Lease Term Effective Date, is due MM/DD/YYYY.

I have attached a blank version of the representation for your completion.

Please submit the completed representation and return it to me by email to Insert.Name@faa.gov at your earliest convenience.

Thank you, in advance, for your cooperation in resolving this matter.

If you have any questions or concerns, please contact me via telephone at XXX-XXX-XXXX or via email at Insert.Name@faa.gov.

Regards,

Real Estate Contracting Officer (or designee)

Federal Aviation Administration