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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **ANTENNA/EQUIPMENT SPACE 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 with QA Approval  LEASE # FC/FCA | T3.10.1.A.7, RP Procurement Templates & Samples |  |  |
| Clause Review Checklist & Form with QA Approval  LEASE # CC/CCA |  |  |  |
| Supplemental Agreement(s)  LEASE # SA 1 | 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 # OWNER TRANSFER | 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 |  |  |
| Assignment of Rents (i.e. property management company)  LEASE # ASSIGN | T3.3.1.A.17 |  |  |
| Previous Expired Lease(s) with Amendments  LEASE # PREVIOUS LEASE | T3.10.1 |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |  |
| Fiscal Year Payments (PRs / Mods / DO/TOs)  LEASE # PR/MOD 1/DOTO | T3.3.1 |  |  |
| PRISM Purchase Order  LEASE # PO | T3.2.2.3 |  |  |
| Funding Approval  LEASE # FUNDING | T3.2.1 & T3.3.1 |  |  |
| Vendor Entry Confirmation  LEASE # VENDOR 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/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 # FINANCE COMM | T3.10.1 |  |  |
| Estoppel Certificate(s)  LEASE # ESTOPPEL | T3.3.1 |  |  |
| **SECTIONS 3 & 4 – CORRESPONDENCE AND COMMUNICATIONS** |  |  |  |
| Correspondence, Memos and Emails  LEASE # LETTER/MEMO/EMAIL XXXX | T3.10.1 |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |  |
| Contact List  LEASE # POC | T3.2.2.3.A.2 |  |  |
| Procurement Plan  Lease#\_  REQ  PP | 3.2.1 & T3.2.2.8 & T3.2.1, RP Procurement Templates & Samples |  |  |
| Negotiator’s 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)  LEASE # REMS | T3.10.1 |  |  |
| RETS (Real Estate Tracking System) notes  LEASE # RETS | T3.10.1.7.a |  |  |
| Legal Review and Concurrence  LEASE # LEGAL | T.1.15 |  |  |
| Single Source Justification Form  LEASE # SSJ | T3.2.2.4, RP Procurement Templates & Samples |  |  |
| Requirements document/statement of need  LEASE # REQ | T3.2.1 |  |  |
| Market Analysis  LEASE # MA | T3.2.1.2 |  |  |
| 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) documentation  LEASE # RDA | 3.8.8, RP Procurement Templates & Samples |  |  |
| Contracting Officer Representative (COR) Documentation (if designated by RECO)  LEASE # COR | T3.10.1.A.3, RP Procurement Templates & Samples |  |  |
| **SECTION 6 – DRAWINGS / UTILITIES / MISC** |  |  |  |
| Drawings, photos  LEASE # DRAWING/PHOTO/MISC | T3.10.1 |  |  |
| Disposal Documents  LEASE # DISPOSAL | T3.10.6 |  |  |
| Utility Account Information (if contracted directly by FAA)  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