

### Lease Review Board Submission Check List

City: \_\_\_\_\_ State: \_\_\_\_\_  
 Lease Number: \_\_\_\_\_ Date: \_\_\_\_\_  
 Realty Specialist: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

- \_\_\_\_\_ Documentation regarding the authority and economic rationale for the proposed action
- \_\_\_\_\_ GSA Delegation (General and Special Purpose >2500sf under Circular FMR 2008-B1)
- \_\_\_\_\_ Acquisition Plan (revised to submitted date)
- \_\_\_\_\_ Market Survey or GSA Form 3627
- \_\_\_\_\_ Justification for Other Than Full and Open Competition, if applicable
- \_\_\_\_\_ Appraisal or other pricing data relied upon to support the rental rate that is being proposed
- \_\_\_\_\_ Analysis performed to confirm the lease is operating (LDW form)
- \_\_\_\_\_ LDW reviewed by Internal Auditor and verified by Regional Chief (Signature Page)
- \_\_\_\_\_ Price Negotiation Memorandum
- \_\_\_\_\_ GSA Form 1364 Proposal to Lease (as needed)
- \_\_\_\_\_ NEPA Compliance Documentation
- \_\_\_\_\_ Security Evaluation (OSY reviewed)
- \_\_\_\_\_ Leasing Authority Citation
- \_\_\_\_\_ GSA Form 1217 Lessor's Annual Cost Statement
- \_\_\_\_\_ GSA Forms 3517 General Clauses & 3518 Reps and Certifications
- \_\_\_\_\_ Central Contractor Registration is active  
or GSA Forms 3517A, 3518A, and 3626 for SLAT Lease
- \_\_\_\_\_ Outline of the design and build-out schedule, if applicable, or acknowledgement that the space is  
being accepted in as-is condition.
- \_\_\_\_\_ Site Plan Exhibit (as needed)
- \_\_\_\_\_ SFO/SF-2
- \_\_\_\_\_ Cancellation Clause \_\_\_\_\_ days to cancel
- \_\_\_\_\_ Excluded Parties List (EPLS) verification

For Easements (Longer than 30 years) and Fee Simple Acquisitions

- \_\_\_\_\_ Title Report/Insurance
- \_\_\_\_\_ Plan to Record the Easement
- \_\_\_\_\_ DOJ Approval
- \_\_\_\_\_ DOC Approval \_\_\_\_\_

Supervisor Readiness Review Concurrence

\_\_\_\_\_ date \_\_\_\_\_

**For use by Silver Spring Office:**

- Approved  Legal Clearance \_\_\_\_\_
- Approved subject to revisions
- Another review is needed when revisions made Date \_\_\_\_\_

Please complete this checklist and forward it along with the lease package the SharePoint site.  
Leases posted prior to Friday 4PM PST will be considered at the next scheduled Lease Review Board.