

# VA SUPPLEMENT CHAPTER 17: **LEASE ADMINISTRATION**

## Chapter 17

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## **Part 1: Overview**

When used throughout this VA Supplement Chapter, “Reserved” means the information in [GSA’s LDG](#) applies to VA’s leasing program without further supplemental information.

### **a. General**

Reserved.

### **b. Financial**

Reserved.

## **Part 2: Definitions**

### **a. Lease Administration**

Reserved.

### **b. Lease Management**

Reserved.

### **c. Lease Administration Managers**

Lease Administration Managers (LAMs) are not applicable to VA – Refer to Introduction for details.

## **Part 3: Contracting Officer’s Representative Coordination**

### **a. Contracting Officer’s Representative as Lease Administration Manager**

VA’s CORs do not have warrant authority to alter terms or conditions of the lease.

### **b. Realty Transaction Survey**

VA leasing does not utilize realty transaction surveys since we are procuring the lease for ourselves, therefore there is no client agency.

### **c. International Facility Management Association Survey**

VA leasing does not utilize International Facility Management Association surveys since we are procuring the lease for ourselves, therefore there is no client agency.

## **Part 4: Lease Administration Manager Responsibilities**

Lease Administration Managers (LAMs) are not applicable to VA – Refer to Introduction for details.

**a. File Management**

Reserved.

**b. New and Expiring Leases**

Reserved.

**Part 5: Contract Reviews**

**a. Procurement Management Review**

VA Leasing does not currently have a Procurement Management Review function; however, Office of Construction and Facilities Management (CFM), Office of Real Property (ORP) Policy and Programs Division (PnP) implemented enterprise-wide Quarterly Internal Process Reviews (IPRs) of lease files in FY 23.

**b. Management Analysis Review System**

Not Applicable to VA - The Management Analysis Review System (MARS) is GSA employee access only system for comprehensive review of regional practices for program areas in acquisition, budgeting, R&A, custodial management, maintenance and energy, and lease administration. Therefore, this section is not applicable to VA leases.

**Part 6: Services and Maintenance Schedules**

**a. General**

Reserved.

**b. Lease Language**

Reserved.

**Part 7: Enforcement Management and Failure in Performance**

Reserved.

**Part 8: Operating Cost Escalation**

**a. Background**

Reserved.

**b. General Information**

Reserved.

**c. Basis for Adjustment**

Reserved.

**Part 9: Tax Escalation**

Reserved.

**a. Lease Language**

Reserved.

**b. General Process**

Reserved.

**Part 10: System for Award Management (SAM)**

Reserved.

**a. Vendor Responsibilities**

Reserved.

**b. Annual SAM Registration Renewal**

Reserved.

**c. Electronic Funds Transfer Requirement**

Reserved.

**d. Verification of Lessor Information**

Reserved.

**e. Exemptions**

Reserved.

## **Part 11: Legal Instruments**

### **a. Role of Legal Counsel**

Reserved.

### **b. Statement of Lease (Estoppel Letters)**

Reserved.

### **c. Subordination, Nondisturbance, and Attornment Agreements**

Reserved.

### **d. Novation Agreement or Lease Assumption and Assignment**

Reserved.

### **FAR 42.12 Required Documents**

Reserved.

### **Instructions**

Reserved.

### **Responsibility Determination**

Reserved.

### **Transferor/Transferee Request to Modify Novation Agreement**

Reserved.

### **Request for Regional Counsel Review**

Reserved.

### **Lease Amendment**

Reserved.

### **e. Changes in Payment**

Reserved.

**f. Change of Name Agreements**

Reserved.

**Part 12: Minor Alterations**

Reserved.

**a. Authority to Change Scope of Lease**

VA's CORs do not have warrant authority to alter terms or conditions of the lease.

**b. Unit Price Agreements**

Reserved.

**c. Verifying Funds**

Reserved.

**d. Unauthorized Commitments**

Leasing professionals must submit unauthorized commitments for ratification to the Head of Contracting (HCA) in accordance with the review and approval procedures outlined in current HCA Review and Approval Process Policy. Questions may be addressed to [CFM ORP, Policy and Programs Division](#).

**Part 13: Reimbursable Work Authorizations**

Reimbursable Work Authorizations (RWAs) are not used in VA procured leases.

**a. Overview**

Reserved.

**b. Types of Reimbursable Work Authorizations**

Reserved.

**c. Reimbursable Work Authorizations – GSA Form 2957**

Reserved.

**d. Funds Management**

Reserved.



## **Part 14: Post Award Security Requirements**

### **a. Policy for Background Investigations in Leased Space**

#### **General Policy**

Reserved.

#### **Routine Access Defined**

Reserved.

#### **Background Investigation Instructions**

Reserved.

### **b. Facility Security Assessments**

Reserved.

### **c. Conduct the Facility Security Assessment**

Reserved.

### **d. Facility Security Assessment Briefing to Facility Security Committee**

Reserved.

### **e. Facility Security Committee**

Reserved.

## **Part 15: Parking**

Please refer to Appendix H for VA Specific Parking Agreements and Regulations.

## **Part 16: Designation of Authority for Alterations by Client Agency**

VA does not use Designation of Authority for Alterations by Client Agency in VA directly procured leases, since we are procuring our own alterations, subject to any necessary GSA delegations.

## **Part 17: Customer Service – Occupancy Management**

VA does not use Customer Service – Occupancy Management in VA directly

procured leases, since we are procuring our own leased space.

**a. Occupancy Management Plan**

Reserved.

**b. Incorporating the Occupancy Management Playbook into Lease Management**

Reserved.

**c. Occupancy Profiles**

Reserved.

**Part 18: Adjustment for Vacant Premises**

Reserved.

**Part 19: Lease Expiration**

Reserved.

**a. Lease Closeout Process**

Reserved.

**b. Release of Claims**

Reserved.

**c. Closeout Inspection**

Reserved.

**d. Late-Term Improvements**

Reserved.

**e. Outstanding Litigation**

Reserved.

**Attachment 1: Contracting Officer's Representative Designation Letter**

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**Attachment 2: Sample Letter Requesting Periodic Services Schedule**

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**Attachment 3: Lease Status Report**

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**Attachment 4: Subordination, Nondisturbance and Attornment Agreement**

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**Attachment 5: Notice of Procedures for Assignment and Assumption of Lease**

Reserved.

**Attachment 6: Novation Agreement**

Reserved.

**Attachment 7: Novation Checklist**

Reserved.

**Attachment 8: Responsibility Determination Results Memorandum to Lease File**

Reserved.

**Attachment 9: Request for Review of Novation Agreement**

Reserved.

**Attachment 10 Assignment of Claims**

Reserved.