

# 15 FAM 300 LEASED SPACE ABROAD

## 15 FAM 310 GENERAL POLICY AND GUIDELINES

*(CT:OBO-8; 05-24-2006)*  
*(Office of Origin: OBO)*

### 15 FAM 311 AUTHORITY AND SCOPE

#### 15 FAM 311.1 Authority

*(CT:OBO-8; 05-24-2006)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. **General:** The Foreign Service Buildings Act of 1926, as amended (22 U.S.C. 301); 22 U.S.C. 291; the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2396); and Delegations of Authority Numbers 114 and 120 (State).
- b. **Post leasing authority:** Authority to execute, renew, and amend real property leases abroad is held by the Director/Chief Operating Officer (DIR/COO) of the Bureau of Overseas Buildings Operations (OBO), through the Secretary of State, under the Foreign Buildings Act of 1926, as amended (22 U.S.C. 292 et seq.). The general services officer or management officer executes leases at post. In the absence of the general services officer or management officer, post must request authorization from the Real Estate Office in the Bureau of Overseas Buildings Operations (*OBO/RE*) for another embassy officer to sign the lease. Other authority to execute, renew, *or* amend short- *or long*-term leases *and to manage U.S. Government-owned property* for the U.S. Agency for International Development (USAID) is delegated by USAID to mission directors and executive officers per ADS (Automated Directives System) 535.2 and ADS 103.3.21.

## 15 FAM 311.2 Scope

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

This subchapter applies to all short-term leases (STLs) and long-term leases (LTLs), executed in the name of the U.S. Government, of real properties for residential, office, and other functional space for the use of the Department of State, Foreign Affairs Agencies, and other U.S. Government agencies represented at post, and their employees. LTLs are treated as acquisitions for programming, authorization, and funding purposes, but the documentation for LTL proposals and the LTL contract is governed by leasing regulations in this subchapter. Detailed procedures and guidelines are found in 15 FAM 314 through *the end of chapter 15 FAM 300*. Questions or comments on these policies and regulations may be directed to the Real Estate Office in the Bureau of Overseas Buildings Operations (*OBO/RE*) for State. For USAID, contact the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS).

## 15 FAM 311.3 Leasehold Management

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. The Bureau of Overseas Buildings Operations (OBO) *provides* each post with a funding target for the State program leasehold account based on post's budget submissions (initial baseline plus additional requirements planned). All leases exceeding the target require notification to and approval by OBO, regardless of size or cost (i.e., even if they are under the \$25,000/year lease waiver ceiling or within usual size limitations).
- b. Requests for new State program functional (nonresidential) leases *are* strictly prioritized and weighed against other requirements, both regionally and worldwide. Posts must provide sound justifications for any new lease requests and be prepared to consider alternatives if funding is not available or is delayed.
- c. International Cooperative Administrative Support Services (ICASS) lease targets *are* provided through the regional bureaus and the ICASS Service Center based on OBO recommendations.

## **15 FAM 312 LEASING POLICY**

### **15 FAM 312.1 Long-Term Leasing Authority**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

As single real property manager (SRPM), the Department of State signs lease contracts and manages all long-term leases (LTLs) for U.S. diplomatic and consular missions, with the exception of some USAID leases. LTLs require prior Bureau of Overseas Buildings Operations (OBO) approval or, for USAID leases, the approval of the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS).

### **15 FAM 312.2 Leases for Functional Space**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. Leases of functional space require prior approval by the Bureau of Overseas Buildings Operations (OBO) and the funding agency's Washington headquarters. Leasing functional space for the installation of a facility at a new post, relocating a major installation at an existing post, or leasing shared space must be approved by all agencies involved. Posts must submit requests and proposals to OBO, the regional bureaus, and the parent agencies, following the procedures outlined in 15 FAM Exhibit 312.2. USAID leases signed by the executive officer or mission director require prior approval by the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS); OBO approval is not required. (See also collocation policy in 12 FAH-5, Physical Security Handbook.)
- b. *Before leasing additional space, posts must consider property that the U.S. Government already owns, leases, or otherwise controls.*

### **15 FAM 312.3 U.S. Government Leasing and Living Quarters Allowance (LQA) Programs**

*(CT:OBO-1; 04-29-2005)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Posts must obtain Bureau of Overseas Buildings Operations (OBO), regional bureau, and parent agency approval before initiating or reestablishing a U.S. Government-leasing program for residential quarters or a living quarters allowance (LQA) program (see 15 FAM 314).

## **15 FAM 312.4 Lease Costs and Funding**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

All long-term leases (LTLs) should establish fixed rental rates for the entire term of the lease. Funding responsibilities for short-term leases (STLs) and LTLs are found in 15 FAM 160, 15 FAM 633, and 15 FAM 650.

## **15 FAM 312.5 Security**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

New and renewed residential leases, including those funded by living quarters allowances (LQAs) or overseas housing allowances (OHAs), must meet security guidelines established by the Bureau of Diplomatic Security (DS) and must be approved by the regional security officer/post security officer (RSO/PSO); see 12 FAM 330. New and renewed leases for *office and other* functional space also require approval by the *Bureau of Diplomatic Security and the* cognizant parent agency's office of security.

## **15 FAM 312.6 Safety, Health, and Environment**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. When residential properties are leased (either a new lease or a lease renewal), the property must meet Department safety, health, and environmental requirements established by the Safety, Health, and Environmental Management Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/SHEM; see 15 FAM 253.5) and must be certified by the post occupational safety and health officer (POSHO) before occupancy. In addition, the Department's residential safety, health, and fire prevention awareness checklist contains additional guidelines to assist POSHOs in assessing properties for safety, health, and environmental concerns.*
- b. New and renewing leased facilities for functional space should also be assessed by the POSHO to identify any obvious safety, health, or environmental problems and to ensure that hazards are abated before occupancy.*

## 15 FAM 312.7 Short-Term Leasing Authority

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. All short-term leases (STLs) *must* be executed by the post general services officer or management officer, or by other post administrative personnel as authorized by the Bureau of Overseas Buildings Operations (OBO), except for certain USAID-managed leases.
- b. All leased buildings should conform to local structural, safety and health, fire, and building codes and/or requirements.
- c. All leases for other agencies require prior parent agency approval (except for certain renewals and Commerce; see paragraphs e and f in this section) and must be executed following the procedures for Department of State leases.
- d. Prior OBO approval for Department of State, or the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) for USAID, is required in the circumstances listed below (see detailed guidelines in 15 FAM 320). The limitation applies to both the Department of State and USAID unless otherwise designated:
  - (1) Rental costs exceed the maximum allowable amount (\$25,000 per annum, *or in the case of certain posts a higher threshold amount*), *or exceed the space standards maximum regardless of the rental costs*;
  - (2) The residential space to be leased by the U.S. Government falls outside post's approved housing profile;
  - (3) The lease requires an advance payment that exceeds 12 months (State) or that exceeds 18 months or extends beyond the end of the next fiscal year, whichever is the shorter period (USAID);
  - (4) The lessor has requested offshore payments;
  - (5) The lessor will construct or substantially alter leased premises to U.S. Government specifications;
  - (6) The lease contains a nonstandard clause or otherwise substantially deviates from the model lease (15 FAM Exhibit 341B);
  - (7) The time period between lease execution and estimated occupancy exceeds three months;
  - (8) Rents to be paid under the lease will be assigned to a third party or other creditor, not the owner;
  - (9) The rent cannot be funded from current post-held allotments;
  - (10) Funding is by another agency that requires prior approval;

- (11) The lease is for other than residential space (e.g., functional or recreational space);
  - (12) The post has not previously had a residential leasing program, or *is reestablishing a previously discontinued program*;
  - (13) The lease is for 10 years or longer (i.e., is not a short-term lease);
  - (14) The lease is for housing to be used as temporary or transient quarters (new and renewal leases); *or*
  - (15) The lease is for designated residences.
- e. STLs executed for the Department of Commerce (DOC) require prior DOC/Washington approval regardless of cost, except for renewals occurring automatically under the initial lease terms.
- f. STLs executed for the Defense Intelligence Agency (DIA) require prior DIA headquarters (HQ) approval. This requirement applies to all leasing actions abroad including lease renewal and termination.

## **15 FAM 312.8 Waivers and Approvals for Short-Term Leases (STLs)**

### **15 FAM 312.8-1 Leases with Rents Exceeding Allowable Amount**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. **Authority:** Under 22 U.S.C. 301 and Secretary of State Delegation of Authority No. 114, any short-term lease (STL) in the name of the United States of America requiring an annual payment in excess of \$50,000 and any lease which will cross the \$50,000 per year threshold during the term of the lease must be approved by the Secretary of State, the Under Secretary for Management (M), or the Director/Chief Operating Officer (DIR/COO), Bureau of Overseas Buildings Operations (OBO), and reported to Congress. By law, this authority cannot be delegated.
- b. **Approval required:** Leases in the name of the United States of America that exceed \$25,000 a year require prior approval, notwithstanding the increase to \$50,000 effected by Public Law 102-138. Authority to grant approvals or waivers of this requirement is vested in OBO for the Department of State for all personnel under the authority of the chief of mission (COM), except USAID. The Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) *acts* for USAID (*providing approval and oversight*) when it signs leases. The prior approval requirement applies as well to lease renewals that exceed \$25,000, including leases initially approved. See 15 FAM 320 for

procedures for requesting approval.

## **15 FAM 312.8-2 Residential Leases Exceeding Space Standards**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. **General policy:** Any lease for residential housing must be within the space standards in 15 FAM 237 or be justified on the basis of cost effectiveness. These standards apply to all agencies represented at post. U.S. Government leases that exceed the space standards require waivers or prior approval of the Bureau of Overseas Buildings Operations (OBO) for the Department of State or the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) for USAID *leases*.
- b. **Waivers for approved housing profiles:** Once the post's housing profile has been approved by OBO or USAID/W (M/OMS) and that profile is maintained, the requirement that the post obtain prior approval for housing assignments *that* exceed an employee's space authorization is waived.
- c. **Other waivers and approval requests:** Posts may request approval of leases for properties that exceed space standards. Prior approval will be required in the circumstances listed in 15 FAM 320.

## **15 FAM 312.8-3 Procedures for Requesting Approval of Short-Term Leases (STLs)**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Guidelines and procedures for requesting waivers or approval of short-term leases (STLs) are found in 15 FAM 320.

## **15 FAM 313 ADDITIONAL LEASING REQUIREMENTS**

### **15 FAM 313.1 Alterations, Improvements, and Repairs to Short-Term Lease (STL) Properties**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. Within the limitation of funds provided by the regional bureau, the Bureau

of International Organization Affairs (IO), or parent agency for this purpose, missions are authorized to accomplish minor alterations, improvements, and repairs (known as “make-ready”) when a lease is initially acquired or reassigned, provided structural alterations to the building are not involved. Such make-ready costs, if approved at the post level, may not exceed \$5,000 and may also be subject to additional limitations established by the regional bureau, IO, or parent agency. Make-ready work estimated to exceed the established limitation must have prior approval of the funding agency in Washington, DC. Security improvements (e.g., grillwork, installation of solid core doors) are not considered make-ready costs and are funded by the Bureau of Diplomatic Security (DS). (See also 15 FAM 160 and 15 FAM 633.)

- b. Since preparations for occupancy increase the property’s value, they should be lessor-financed. Post funding of make-ready work should be the last resort after all other alternatives have been considered. These include negotiation with the lessor to perform alterations, assume all or part of the make-ready costs, or agree to a reduction in the rental rate. The post should not expend diplomatic and consular programs (DCP) funds for this purpose until attempts to have the lessor finance the preparations have been exhausted.

## **15 FAM 313.2 Preference for Five-Year Minimum Term**

*(CT:OBO-1; 04-29-2005)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Posts should make every effort to retain appropriate housing under leases of five years or more to realize maximum cost-benefit, amortize make-ready and security upgrade costs, and facilitate negotiation of more favorable lease terms.

## **15 FAM 313.3 Leases of Designated Residences**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Posts must have prior Bureau of Overseas Buildings Operations (OBO) approval of new leases for residences of the ambassador, deputy chief of mission, consul general (when principal officer), U.S. representative to an international organization abroad (when principal officer), and Marine security guards. Posts should carefully consider these leases since they normally involve significant costs for additional furniture, furnishings, appliances, and equipment as well as unbudgeted costs associated with the move.

## **15 FAM 313.4 Letters of Intent to Lease**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Since the legality of letters of intent varies significantly from country to country, all letters of intent must be submitted to the Bureau of Overseas Buildings Operations (OBO) for approval before issuance. For letters of intent concerning leases to be executed by USAID, advice should be requested from the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS).

## **15 FAM 313.5 Retention of Leases Vacant Between Occupants**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

In recognition of particular factors in a host country that necessitate a U.S. Government-leasing program, post management is authorized to retain leases on units that may be left vacant for short periods (not to exceed 90 days *unless approved by OBO*) between transfers of employees if post deems it in the best interests of the U.S. Government. (See 15 FAM 160 for funding responsibilities.)

## **15 FAM 313.6 Parking for Privately-Owned Vehicles (POVs)**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. Garage or parking space for one privately owned vehicle (POV) may be leased at U.S. Government expense for employees occupying U.S. Government-owned/long-term leased (GO/LTL) or short-term leased (STL) residential property, if the residence does not include such facilities. Parking spaces for POVs are not authorized for individual Marine guard watchstanders.
- b. Employees on living quarters allowance/overseas housing allowance (LQA/OHA) are authorized to lease garage space for one POV, within the limits of the LQA/OHA. (See Standardized Regulations, U.S. Government Civilians, Foreign Areas, Chapter 100.)
- c. POV parking at the workplace is not a U.S. Government obligation, either in Washington, DC or abroad. If such parking facilities are not otherwise available, the post employee association may acquire such space for leasing to employees.

- d. For security reasons, the Department of State strongly discourages parking POVs in a U.S. Government-held facility unless the vehicles can be adequately screened. If the regional security officer/post security officer (RSO/PSO) determines that screening is not possible, and if the post still wishes to facilitate employee travel to and from work, alternatives to be considered include these:
- (1) When consistent with guidance in *14 FAM 418*, the post may provide reimbursable home-to-office-to-home transportation for employees; and
  - (2) An employee association may lease offsite parking for POVs and charge a fee to post employees. Such facilities should be located at least 100 feet from any U.S. Government office buildings. The Bureau of Diplomatic Security (DS) will consider funding security improvements, including guard services, lighting, closed-circuit televisions, and access controls.

## **15 FAM 313.7 Recreational Facilities**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. Post management may request approval and funding to acquire recreational facilities at hardship posts and at posts where recreational facilities for U.S. Government employees are nonexistent or very expensive (see 6 FAM 500 for detailed guidance). Post proposals for such facilities must be reviewed for security considerations and approved by the regional security officer/post security officer (RSO/PSO) and then submitted by the posts to the Bureau of Overseas Buildings Operations (OBO) *or, for USAID facilities, the Overseas Management Staff in the Bureau for Management, USAID/Washington (USAID/W – M/OMS)*, for technical review and funding consideration.
- b. Employee recreation associations may acquire recreational facilities with the approval of the responsible security officer. OBO review of recreation association facilities is required where construction or placement of such facilities is proposed on U.S. Government-owned/long-term leased (GO/LTL) property, or where such construction or placement affect the boundary walls, access, or other aspect of neighboring GO/LTL property.

## **15 FAM 313.8 Rental Agents**

*(CT:OBO-1; 04-29-2005)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Although employing an agent to obtain a lease is not prohibited, the policy is to avoid this service and resulting cost where there is no cost advantage to

the U.S. Government. In any case, no fee shall be paid except to a reputable, licensed, and/or accredited rental agent and only in accordance with a recognized local practice, verified in advance of engaging the agent. Fees may be payable in full by the lessor, by the lessee, or divided between the two. Responsibility for payment of this fee must be determined in advance and in writing. Rental agents are paid from the same fund as the basic lease.

## **15 FAM 314 GUIDELINES FOR ESTABLISHMENT OF U.S. GOVERNMENT LEASING PROGRAMS**

*(CT:OBO-8; 05-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. In addition to or in place of U.S. Government-owned (*GO*), long-term leased (LTL), and living quarters allowance (LQA) housing existent abroad, posts may seek to establish a short-term lease (STL) housing program when *one or more of* the following conditions prevail: host-country laws prohibit individuals from leasing housing on their own, limited housing availability, difficult and complex local rental laws, or substantial make-ready and/or security upgrade funds are required to bring residential properties up to acceptable standards. Prior approval of each parent agency is required for conversion of its LQA housing.
- b. When requesting approval for a U.S. Government leasing program, posts should submit to the Real Property Management Division in the Real Estate Office of the Bureau of Overseas Buildings Operations (*OBO/RE/RPM*), information on the following factors:
  - (1) Comparative costs of present and proposed housing programs;
  - (2) Availability of suitable leased housing;
  - (3) Security;
  - (4) Employee productivity;
  - (5) Employee and family fire protection and life safety, comfort and morale; and
  - (6) The workload impact on the administrative staff, including need for additional positions, if any; an estimate of the average amount of staff time that will be spent negotiating and communicating with lessors; and increased travel and work time of general services office (GSO) personnel.
- c. *Posts must also consider* whether such *leased* quarters will be U.S. Government-furnished. The post should discuss funding of furniture,

furnishings, appliances, and equipment (FFA&E) for new STL living quarters with the regional bureau and parent agencies.

## **15 FAM 315 THROUGH 319 UNASSIGNED**

## **15 FAM EXHIBIT 312.2**

### **LEASE WAIVER REQUEST FORMAT FOR FUNCTIONAL SPACE**

*(CT:OBO-8; 05-24-2006)*

- a. All leases of functional (nonresidential) space whether new, renewal, or replacement, and regardless of size or cost, require the advance approval of the Department of *State's* Bureau of Overseas Buildings Operations (OBO), regional bureaus, and Bureau of Diplomatic Security (DS) and the parent agency, if applicable.
- b. This exhibit lists the information and format required for submitting a request to OBO. For USAID-leased properties, send requests to the Overseas Management *Staff* in the Bureau for Management, U.S. Agency for International Development/Washington (USAID/W - M/OMS). This exhibit does not address requirements for long-term leases (LTLs)—10 years or more. Information required for LTLs is given in 15 FAM 332 and does not apply here.
- c. Posts must obtain approval of both OBO and DS's Project Coordination Branch in the Physical Security Division (DS/PSD/PCB) before signing a lease for functional space. Information *that* posts provide in accordance with the format below *must* go to both OBO and DS. DS's Physical Security Division in the Office of Physical Security Programs (DS/PSP/PSD) will advise posts if any additional information is required.
- d. Leases for functional space often involve terminology that is not used in standard lease formats. Posts should submit data well in advance, in the event a detailed review of lease language is required.
- e. Posts should submit requests by using the format *provided*, repeating the item numbers and exact titles in the left-hand column, then completing each item with the information requested by following the instructions in the right-hand column.
- f. Address telegrams to the Real Property Management Division in the Real Estate Office of the Bureau of Overseas Buildings Operations (*OBO/RE/RPM*) for action, with an information copy to DS/PSD/PCB and other agencies involved, if any. The tag lines should read: ABLD, AMGT, ASEC.

- 1) **Post** Name of post where space is to be leased.
- 2) **Type of Space** Indicate office, warehouse, shops, etc.
- 3) **Justification** Provide details about why space is needed (e.g., to accommodate additional personnel, loss of old storage facility).
- 4) **Lease Category** Indicate renewal, replacement, or net addition.
  - A) Annual Lease Amount Provide annual cost in U.S. dollars. If escalation costs or clauses are included in the lease terms, provide details.
  - B) Size Provide measurements in gross and net square meters.
  - C) Funding Available Can post fund lease with available operating allowances? If no, what additional funds are needed for the current fiscal year? Provide U.S. dollar amount.  
**NOTE:** additional funds must be requested from the funding agency.
  - D) Agency Funding Lease Provide agency name. If cost is to be shared, name agencies and annual amount to be paid by each in U.S. dollars.
  - E) Other Associated Costs (Not annual lease cost/rent) Identify item/s and cost/s (e.g., relocation, make-ready, renovation, condominium, and/or property management fees; association dues; security upgrades). If this is a replacement property, provide costs to be incurred in restoration of existing facility and costs pertaining to relocation (i.e., costs to physically move, as well as double rents during transition, if applicable). Advise if existing lease contains termination and restoration clauses.  
Does lease provide for initial repairs/improvements? If yes, at whose expense (landlord, OBO, regional bureau, other agency)? Provide details and U.S. dollar amounts *of nonsecurity costs. Do not include value of security improvements.*

- F) Average Annual Lease Cost for Similar Property Currently Under Lease Provide in U.S. dollars for comparable properties.
- G) Average Annual Lease Cost for Similar Property Surveyed Provide estimated average annual lease cost in U.S. dollars, using current market survey figures. Indicate the normal terms for quoting rent (*i.e.*, monthly, annually, other). List other properties surveyed and explain why this property was selected.
- H) Proposed Lease Dates Specify month/day/year start and end dates (use mm/dd/yyyy format).
- I) Scheduled Occupancy Date Specify month/day/year (mm/dd/yyyy format). If vacant longer than six weeks, provide justification.
- J) Renewal Options If yes, provide renewal notification date (mm/dd/yyyy format) and number and duration of firm renewal options, as provided in lease.
- K) Renewal Terms Explain rent increase either as a renewal increase or due to a lease escalation clause. Describe any other changes in lease terms.
- L) Purchase Option If yes, provide details and date (mm/dd/yyyy format) purchase option can be exercised. **NOTE:** a right of first refusal is not considered a purchase option, but indicate if lease contains a right of first refusal.
- M) Currency for Lease Payment If other than U.S. dollars, provide type of currency, annual amount, and exchange rate.

- N) Payment Address Provide complete address. Indicate if in country or offshore. **NOTE:** if offshore, a separate request must be submitted as per instructions in 15 FAM 324. For guidance on cable preparation, refer to 91 State 354178, available from *OBO/RE/RPM*.
- O) Frequency of Payments Specify monthly, quarterly, semi-annually, or other (explain).
- P) Advance Payment If yes, provide number of years/months to be paid in advance and the amount in U.S. dollars as per 15 FAM 323. Describe normal payment terms in this market (e.g., annually, monthly, other—explain). Are rents typically paid in advance or at the end of the payment period?  
**NOTE:** requests for approval of leases with advance payments of more than 12 months must be submitted to OBO and the parent agency.
- Q) Discount for Advance Payment If yes, indicate U.S. dollar amount. If no, indicate why advance payment is necessary. What is the advantage to the U.S. Government?
- R) Lease Document Deviations Does the lease deviate from the model /standard lease (15 FAM Exhibit 341B). If yes, explain in detail. **NOTE:** post must obtain approval for any deviations.
- 5) **Security Information**
- A) Security Officer Review Has the responsible security officer (regional security officer or post security officer (RSO or PSO)) inspected the property and approved its use by the U.S. Government?  
Provide RSO or PSO recommendations in accordance with 12 FAH-5, Physical Security Standards Handbook, as outlined in 12 FAH-5 H-200 and 12 FAH-5 H-300.

- B) Collocation Waiver
- If the office or activity will not be collocated in chancery office buildings or on a chancery/consulate compound, provide an exemption notification or waiver request as per 92 State 241095 or 12 FAH-5, Physical Security Standards Handbook.  
**NOTE:** The RSO or PSO should review DS guidance in these two references and obtain DS/PSD/PCB approval prior to signing the lease.
- 6) **Physical Description**
- Provide characteristics of the new space including heat, ventilation, air conditioning, electricity, etc.
- 7) **Post Administrative Software Suite/Real Property Application (PASS/RPA) Information**
- A) Concurrence with PASS/RPA Data
- Does the information provided concur with PASS/RPA data submitted by post? If no, explain all deviations.
- B) New, Renewal, or Replacement Property
- Provide PASS/RPA property ID number and lease number. If replacement, identify property replaced by property ID number, lease number, and current annual lease amount in U.S. dollars.
- C) Property Information
- Indicate property use as described in post's PASS/RPA User Manual, Appendix B.
- D) Address
- Provide complete street address.