

Federal Real Property Leasing Refresher

Course Number: 1049

Length: 5 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods:

Course Description

Guard against your federal leasing skills diminishing over time to help ensure an optimal execution of the process. With an opportunity to review current leasing forms and procedures, you will be able to participate effectively and efficiently in the process once again. You will review lease models and look at the acquisition process from beginning to end and leave with renewed confidence in your knowledge of the federal leasing process.

Intended Audience

This course is designed as a refresher course for leasing specialists, space managers, and contracting personnel interested in re-energizing their skills and abilities.

Course Learning Objectives

- Explain basis for leasing authority and the foundation and beginning of the leasing process
- Describe the General Services Administration (GSA) lease models
- Describe the leasing procedures
- Discuss the various methods of determining fair and reasonable rents
- Evaluate offers and negotiate, award, and administer leases
- Obtain alterations and repairs
- Discuss socioeconomic considerations and standards of conduct

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Lesson 1: Introduction to Leasing

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	Lesson 2: Requirements Development
LUNCH	
AFTERNOON	Lesson 3: Acquisition Planning
	Lesson 4: Market Survey Process
HOMEWORK	Read Lessons 1 through 7.

DAY TWO	
MORNING	Lesson 5: Solicitation Process
	Lesson 6: Negotiation Process
LUNCH	
AFTERNOON	Lesson 7: Fair and Reasonable Rents
HOMEWORK	Read Lessons 8 through 10.

DAY THREE	
MORNING	Lesson 8: Final Evaluation and Award
	Lesson 9: Tenant Improvements
LUNCH	
AFTERNOON	Lesson 10: SLAT Model
HOMEWORK	Read Lessons 11 through 15.

DAY FOUR	
MORNING	Lesson 11: Small Lease Acquisition
	Lesson 12: Warehouse Lease Acquisition

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LUNCH	
AFTERNOON	Lesson 13: Automated Advanced Acquisition Program
	Lesson 14: Lease Administration and Management
	Lesson 15: Alterations and Repairs
HOMEWORK	Read Lessons 16 through 18 and prepare for final exam.

DAY FIVE	
MORNING	Lesson 16: Contracting for Continuing Space Requirements
	Lesson 17: Documentation, Closeout, and Settlement
LUNCH	
AFTERNOON	Lesson 18: Standards of Conduct
	Wrap-Up and Review
	Course Evaluation and Final Exam

Learning Methods

Lecture, discussion, practical exercises, mock negotiations, and independent readings.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 40

Professional Development Units (PDUs)

- Credits: 35

Continuous Learning Points (CLPs)

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- Credits: 40

Prerequisites

There are no prerequisites for this course.

Suggested

- [Lease Acquisition Training](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 80% or higher.

Follow-On Resources

- [Cost and Price Analysis of Lease Proposals](#)
- [Techniques of Negotiating Federal Real Property Leases](#)
- [Federal Real Property Lease Law](#)
- [Lease Administration](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1049>



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