

Subpart 570.8 - Forms

Parent topic: [Part 570 - Acquiring Leasehold Interests in Real Property](#)

570.801 Standard forms.

Use [Standard Form 2](#), U.S. Government Lease for Real Property, to award leases unless the contracting officer uses GSA Form 3626 (see [570.802](#)).

In accordance with [519.705-6\(b\)](#), lessors shall use the Standard Form (SF) 294 instead of the ISR to report subcontracting achievements. Use of the SF-294 by contractors to report cumulative subcontracting achievement under a GSA contract should be rare. SSRs are still required in the eSRS system.

570.802 GSA forms.

- (a) The contracting officer may use [GSA Form 3626](#), U.S. Government Lease for Real Property (Short Form), to award leases if using the simplified leasing procedures in Subpart [570.2](#) or if the contracting officer determines it advantageous to use the form.
- (b) The contracting officer may use [GSA Form 1364](#), Proposal To Lease Space, to obtain offers from prospective offerors.
- (c) The contracting officer may use [GSA Form 1217](#), Lessor's Annual Cost Statement, to obtain pricing information regarding offered services and lease commissions.