

Regulation No.  
405-1-10

26 August 1998

REAL ESTATE  
LEASE ADMINISTRATION FOR COMMERCIAL CONCESSION PURPOSES

1. Purpose. This memorandum provides policy for the administration of commercial concession leases on fee-owned civil works lands. Limited motel/resort/campgrounds leases are considered commercial concession leases.
2. Applicability. This memorandum applies to the district office and all field elements.
3. References.
  - a. ER 405-1-12, Real Estate Handbook, 20 Nov 85.
  - b. SWDR 1130-2-7, Project Operation, Administration of Reservoir Lands and Waters, 1 Nov 78.
4. The Chief, Real Estate Division, is responsible for administrating leases for commercial concession purposes. This includes negotiation and execution of leases, site inspections to insure compliance with terms and conditions of leases, proper utilization or development of the leased premises, collection of payments, and termination or revocation actions.
5. Lessees will be advised that any proposed operational change at the lease site, and proposed structures, additions and deletions, must have prior written approval. All actions will be coordinated with Operations Division.
6. An inspection of each lease site will be made at least once each year by an inspector from Real Estate Division. The Operations Manager or his designated representative will be invited to accompany the inspector.
7. To effect proper administration of leases and to maintain good relations, the Chief, Real Estate Division, and the Chief, Acquisition, Management and Disposal Branch, will make periodic visits to the lease site as time and funds permit, and the Operations Manager will be invited to accompany them.

This regulation supersedes SWLR 405-1-10, dated 28 August 1996.

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8. The Operations Manager will notify the Chief, Real Estate Division, of any lease violation reported to him by the public or observed by his employees during their day to day administrative activities. The Operations Manager or their designated person will only perform inspections requested by the Chief, Real Estate Division.

9. If an Operations Manager becomes aware that a condition presents an imminent danger to the health or safety of the public, the Chief, Real Estate Division should be consulted immediately. If such consultation is not possible or the threat is severe, project personnel may close that portion of the lease site. A written report of the closure action will be forwarded to the Chief, Real Estate Division.



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