

Supporting Statement for Information Collection
OMB Control Number 3090-0086

Title: Proposal to Lease Space, GSA Form 1364 and
Lessor's Annual Cost Statement, GSA Form 1217

Overview of Information Collection.

This is a request for approval of an extension to an existing information collection. There are no significant changes since the last approval of this information collection. Updates to previous estimates (rounded to the nearest thousand) include:

- The total estimated annual cost burden to the public decreased due to the use of updated data. The total estimated annual public cost burden changed-
 - From: \$518,007
 - To: \$142,303
- The total estimated annual cost burden to the Government decreased due to the use of updated data. The total estimated annual cost to the Government changed-
 - From: \$394,657
 - To: \$271,073

1. Need and Method for the Information Collection.

This information collection applies to General Services Administration's (GSA) individual lease procurements. The information collection will occur by submitting GSA Form 1364 (to include versions 1364A, 1364A-1, and 1364WH) and GSA Form 1217. GSA would be unable to assess readily and equitably offers fairly and competitively if they were not allowed to collect data required in the information collection.

The following are the General Services Administration Acquisition Regulation (GSAR) sections covered by this information collection:

- GSAR 570.802(b)
- GSAR 570.802(c)

In accordance with GSAR 570.802 (b), GSA Form 1364 *Proposal to Lease Space* is used to obtain information about property being offered for lease to house Federal agencies.

In accordance with GSAR 570.802(c), GSA Form 1217 *Lessor's Annual Cost Statement* is used to obtain pricing information regarding offered services and lease commissions.

See Item 6 below for the consequences if the information collection is not conducted or conducted less frequently.

2. Use of the Information.

The information collected is used by leasing contracting officers to evaluate lease proposals and negotiate lease contract terms and conditions in a competitive or non-competitive environment. _

3. Use of Information Technology.

GSA continues to improve and expand the use of information technology to the maximum extent practicable. Where both the Government and the contractor are capable of electronic interchange, these information collection requirements may be submitted electronically.

4. Non-duplication.

GSA did not identify any duplication of information being collected under this information collection. The forms relate to individual lease procurements and no duplication exists.

5. Burden on Small Business.

The burden applies equally to small businesses that opt to do business with GSA. This information collected is necessary to meet the specific objectives of the contract.

6. Less Frequent Collection.

GSA would be unable to evaluate readily and equitably offers fairly and competitively.

7. Paperwork Reduction Act Guidelines.

Not applicable. No special circumstances exist for this information collection.

8. Consultation and Public Comments.

A 60-day notice was published in the *Federal Register* at 90 FR 48055 on October 3, 2025. No public comments were received. A 30-day notice was published in the *Federal Register* at 90 FR 56762 on December 8, 2025.

9. Gifts or Payment.

Not applicable. GSA makes no such payments or gifts to respondents under this information collection.

10. Privacy and Confidentiality.

Not applicable, GSA makes no additional assurances under this information collection beyond what is already applicable to contract information (i.e., information collected is disclosed only to the extent consistent with prudent business practices, agency regulations, and applicable statutes).

This information collection does not require collection of "personally identifiable information."

GSA uses information technology to the maximum extent practicable.

11. Sensitive Questions.

Not applicable. No sensitive questions are involved under this information collection.

12. Burden Estimate.

GSA estimated the burden of the information collection from total project data obtained from subject matter experts in GSA's Office of Leasing.

Based on available data from the National Association of Realtors (NAR) the median gross income of a Realtor in 2024 was \$58,100. When divided by 2080 hours per year, that equals \$27.93 per hour. The [2025 Member Profile](#) results were published at www.nar.realtor.

Data	Lease Models				
	Global/ Competitive	Global - Succeeding / Superseding	Simplified	Warehouse	Total
Total Projects	164	135	91	23	413
Number of Responses Per Project	4.1	1.0	3.7	4.1	
Estimated Hours Per Response	4.3	3.2	3.5	4.3	
Cost Per Hour	\$27.93	\$27.93	\$27.93	\$27.93	

The annual estimated total burden hours resulting from this information collection is 5,095 hours. This is based on the following:

Estimated # of projects (year)	413
Estimated # of responses per project (averaged)	<u>x 3.225</u>
Estimated total # of annual responses (year)	1,332
Estimated hours per response (averaged)	<u>x 3.825</u>
Estimated total burden hours	5,095
Estimated cost per hour*	<u>\$27.93</u>
Estimated total annual cost burden to the public	\$142,303

The estimated cost per submission is approximately \$106.83. This number was calculated by multiplying the estimated cost per hour (\$27.93) by estimated hours per submission (3.825).

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	1,332	Not applicable	Not applicable	-400	Not applicable	1,732
Annual IC Time Burden (Hour)	5,095	Not applicable	Not applicable	-2,056	Not applicable	7,151
Annual IC Cost Burden (Dollars)	\$142,303	Not applicable	Not applicable	-\$375,704	Not applicable	\$518,007

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	3.825	3.825	\$106.83
Record Keeping	N/A	N/A	N/A
Third Party Disclosure	N/A	N/A	N/A
Total	3.825	3.825	\$106.83

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	5,095	\$142,303
Record Keeping	N/A	N/A
Third Party Disclosure	N/A	N/A
Total	5,095	\$142,303

13. Estimated Nonrecurring Costs.

Not applicable to this information collection.

14. Estimated Cost of the Government

The estimated total cost to the Government is \$271,073. This estimate is based on the following:

Estimated total # of projects (year)	413
Estimated # responses per project (averaged)	x 3.225
Estimated total # of annual responses (year)	1,332

Estimated total review time per year (average hours)	x 3.2
Estimated total burden hours	4,262
Estimated cost per hour*	<u>x \$63.75</u>
Total estimated annual cost to the Government	\$271,073

*The estimated cost per hour is based on the Office of Personnel Management (OPM) GS-12, Step 5 salary of \$48.13 per hour (see OPM Salary Table 20225-GS, Effective January 20225), plus a fringe factor of 36.25% (\$15.62) (see OMB Memo M-08-13 for use in public-private competition), which results in an hourly rate of \$63.75.

15. Reasons for Changes.

- The hourly rate for public cost was updated to reflect average annual salary in 2024 of a Realtor, as opposed to the data used in 2022, which was for the position of Chief Staff Executive in 2017. Based on available data, a similar comparison could not be found.
- The hourly rate for government cost was updated to reflect the rates effective January 2025 as opposed to January 2022.
- The total number of projects was updated to reflect FY2024 data as opposed to FY2022 data.

16. Publicizing Results.

Not applicable. Results of this information collection will not be published. Information collected is used for internal purposes only.

17. OMB Not to Display Approval.

Not applicable. GSA is not seeking such approval for this collection.

18. Exceptions to “Certification for Paperwork Reduction Submissions”.

Not applicable. GSA has no exceptions to the certification statement.

19. Surveys, Censuses, and Other Collections that Employ Statistical Methods.

Surveys, censuses or statistical methods are not used for this information collection.