

CHANGE REQUEST COVER SHEET

Change Request Number: 10-67

Date Received: 6/14/2010

Title: Update Real Estate Template Library

Name: Mark Timken

Phone: 425-227-2865

Policy OR Guidance: Guidance

Section/Text Location Affected: Real Estate Template Library

Summary of Change: Migration of more forms to RE Template Library and update of forms already in the library.

Reason for Change: Migration of addition forms to RE Template Library and correctons to forms due to trouble reports from field

Development, Review, and/or Concurrence: ALO-200

Target Audience: Realty Specialists, Real Estate COs

Potential Links within FAST for the Change: Addition of form templates to RE Templates Library

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: Addition of form templates to RE Templates Library

Links for New/Modified Forms (or) Documents (LINK 1) [New Forms, 3.3.1, 3.3.2, 3.3.3, 5.9.3.2, 5.9.3.3, 5.9.3.4 and 7.9.1 to be provided by separate Email.](#)

Links for New/Modified Forms (or) Documents (LINK 2) [Non CR related Updates/corrections to existing templates to be provided by separate Email.](#)

Links for New/Modified Forms (or) Documents (LINK 3)

SECTIONS REMOVED:

Real Estate Guidance :

Section 3.2.1 : Lease Evaluation Form [\[Old Content\]](#)

Real Estate Guidance :

Section 3.2.1 : Vendor/Miscellaneous Payment Information Form [\[Old Content\]](#)

SECTIONS EDITED:

Real Estate Guidance :

Section 3.2 : Management Forms [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

Section 7.9 : Legal Review and Concurrence Form - Note Template is now available in the RE Template Library [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

Section 5.9.3.2 : Real Property Disposition Report [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

Section 5.9.3.3 : Real Property Account Adjustment Report [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

Section 5.9.3.4 : Report Survey [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

Section 5.9.3.1 : LIS/USD Excess Personal Property Report [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS REMOVED:

Real Estate Guidance :

Section 3.2.1 : Lease Evaluation Form .

EVALUATION OF LEASE TO DETERMINE ACCOUNTING TREATMENT - REAL PROPERTY

Effective for awards after 1/1/2005

LEASE or PR NUMBER: _____ LOCATION (City /state) _____

FACILITY Contraction(s): _____

Check which applies: Pre-lease Evaluation____ **Lease Inception Evaluation**____ **Modification:**____

Retroactive of Existing Lease_____ **Lease Purchase/Amortized Leasehold Improvement**_____

General Instructions: The Real Estate Contracting Officer (RECO) shall follow the instructions to complete the questions in Sections 1, 2 and 3 for all cost real property leases, including real property agreements and permits, and modifications to the lease that change the term or amount of real property under lease. Complete answers to the questions in the order presented and follow the instructions for each section. **Exceptions: No-cost leases DO NOT require the evaluation of lease form to be completed. If the Lease is no cost – STOP and DO NOT PROCEED ANY**

FURTHER.

NOTE: RECOs must NOT enter into leases that classify as capital unless the requisitioning organization has verified that they have scored their budget IAW the requirements of OMB Circular A-11 and have reserved appropriate funds for a capital lease.

Section 1. Test for Leases Automatically Classified as Operating Leases

Answer "Yes" or "No" to Each Question in Section 1. Any "Yes" response below indicates that the lease is automatically considered an operating lease. Complete all questions.

1a) Yes ___ No ___ Are the aggregate base lease payments (total rent minus executory/service costs) over the entire lease term, including options, less than \$25,000?

1b) Yes ___ No ___ Is the Lease with other federal agency (including GSA space assignments)?

1c) Yes ___ No ___ Is the Lease for Land only (including Rights of Way), without ownership transfer or bargain purchase option?

1d) Yes ___ **No** ___ Is the Lease term five years or less, without ownership transfer or bargain purchase option?

If any of the Questions (1a-d) above are marked "Yes", then this lease is automatically considered an operating lease. Do not fill out Section 2, Skip to Section 3. If all responses to 1a-d are marked "No", proceed to fill out section 2.

Section 2. Test for Leases Automatically Classified as Capital Leases

Answer the questions either Yes or No. Any "Yes" response below indicates the lease is automatically considered a capital lease.

2a) Yes ___ No ___ Does the lease transfers ownership (title) to the Government by the end of, or shortly after the lease term. Note: An option to purchase the property does not constitute ownership transfer, since an option must be exercised in order to be effective.

2b) Yes ___ No ___ Does the lease contain a bargain purchase option? Note: A bargain purchase option is an option to purchase the leased asset at less than FMV.

After completing section 2, proceed to Section 3.

Section 3. LEASE DETAILS and ECONOMIC LIFE TEST

If answers to all questions in Section 1 are "No" and all questions in Section 2 are "Yes" or "No" then fill in all data fields requested (3a-g). Note: FMV and

Economic life data is still required for leases that test as automatic capital leases.

If any answer in section 1 is "Yes" (indicating automatic operating lease), then fill out 3a – 3d only and leave 3 e-g blank.

If this is a leasehold tenant improvement, fill out 3 a-g – information must be specific to the leasehold improvement and not the overall lease. Total economic life of improvement is 10 years.

LEASE DETAILS

3a) Payment Frequency _____ (M= monthly, Q = Quarterly, S=Semi-annual, A=Annual) Note: Once payment frequency is selected for the lease, the terms in 3b through 3d require that they be stated in number of payment periods. For example if you have an annual pay lease for 5 years, you have 5 payment periods, but if the lease pays monthly, you have 60 payment periods.

**3b) Term of the Lease (Including any options) in # of payment periods
\$ _____**

**3c) Full Rent per Payment Period (includes service costs paid to Lessor)
\$ _____**

3d) Net Rent per Payment Period (Full Rent minus any executory (operating) costs) \$ _____

3e) Fair Market Value (FMV) of asset being leased \$ _____ (Note: FMV of entire building in which FAA is a partial tenant).

3f) Total Estimated Economic Life of Asset being leased in number of payment periods. (N/A for automatic operating leases): _____ (Default value is 40 years for buildings and 15 years for other structures – if asset has had major service life extensions, add ten years).

3g) Remaining Estimated Economic Life of Asset being leased in payment periods (N/A for automatic operating leases): _____ Total Estimated Economic life minus the asset's age at the start of the lease. (Note: the remaining economic life should at least be for the term of the lease being executed).

ECONOMIC LIFE TEST

Answer the question either Yes or No. Any "Yes" response below indicates the lease is automatically considered a capital lease (Use worksheet if necessary). For modifications, apply economic life test to the improvement only and not the full lease.

3h) Yes ___ No ___ Is the lease term is greater than 75% of the estimated remaining economic life of the leased asset?*

***This rule does not apply if the lease starts in the last quarter of the total**

economic life of the asset under lease. If the lease starts in the last quarter of the total economic life, then check "No".

Optional Worksheet for QUESTION 3h

ECONOMIC LIFE DETERMINATION WORKSHEET

Use this worksheet **only** if the term of the lease begins within the first 75% of the total economic life of the building (i.e. year 30 or before in a building with an economic life of 40 years, etc.) **If the term of the lease begins in the last 25% of the total economic life (i.e. beginning the 31st year in a building with an economic life of 40 years) , STOP! DO NOT use this worksheet; mark the question as "No" .**

1) Economic life of building/other structure (40 years for building, 50 if

building has had major renovation; 15 for other structures or 25 if other

structure has had major renovation. – 10 yr. for improvements)..... _____

2) Current age of building/other structure/improvement..... _____

3) Remaining Economic Life (subtract answer in 2 from 1 above)..... _____

(Note: If result is less than 25% of total economic life – STOP – as the lease is in the last quarter of the total economic life and the answer is "No"- so STOP and mark questions 3h "No")

4) 75% of answer in 3..... _____

5) Term of lease, including all options _____

6) Is answer in 5 greater than 4?

Yes. Mark question 3h "Yes"

No. Mark question 3h "No"

3i) Amortization Rate (Used only for lease purchases or amortized improvements that are separately identified in the lease)_____

3j) Check Which Statement Applies (Pick only 1)

___ Lease is automatically classified as Operating Lease (a "Yes" Response in Section 1)

___ Lease is automatically classified as Capital Lease (A "Yes" Response in Section 2, or

question 3h)

___ Lease requires Capital Lease Test. (All "No" Response in Sections 1 & 2)

RECO Shall sign and send completed form to Servicing Accounting Office.

Prepared by: _____
Real Estate Contracting Officer Date

Lease Number: _____

Section 4. Accounting Tests - General Instructions to Accounting Technician:

1. . If the lease meets the criteria to be considered an automatic operating lease then the tech shall utilize the information from Section 3 (parts 3a-d) to establish the operating lease payment schedule utilizing the full rent per payment period. The FMV will be entered as zero and the tech will perform necessary overrides to force the payment schedule to be operating and shall complete set up of payment schedule per standard lease process. A default value of 40 Years should be entered for the total economic life, and the lease term should be entered for remaining economic life.
2. **Automatic Capital Leases.** If the lease meets the criteria for an automatic capital lease (A "Yes" response in Section 2 or 3h), the Accounting tech will input the information provided in Section 3 (Lease details) and shall utilize the NET Rent per Payment Period, and shall override the determination, if necessary, to establish the Capital Lease amortization schedule. The Accounting tech will follow the normal process for establishment of capital leases to complete the process.
3. **Lease Requires Capital Lease Test.** The lease neither tested as an automatic operating or automatic capital lease, so requires that all Section 3 information be entered in Lease Details, and the Capital lease Test be applied. The Accounting Tech shall perform initial test with Full Rent per Payment Period, and then recalculate using Net Rent Per Payment Period, if they get a an initial "Capital " outcome. See Instructions for full details.
4. **In All Cases, The Accounting Tech should then sign and return a copy of the last page of the form – for insertion in the lease file**
5. **Pre-lease evaluations and Retroactive evaluations of existing leases:** If the CO is requesting a pre-lease evaluation, or a re-evaluation of an existing lease determination, it is important that the Accounting tech NOT save the lease details after making the determination.
6. **Evaluations of modifications to existing leases.** Modifications to existing leases that extend the term of the lease beyond the original term (including options) or add to the amount of space/property under lease require a separate evaluation form that is based on the net increase.

Capital Lease Determination Test:

Yes No ("Yes" response indicates capital lease)

___ ___ The net present value of the minimum lease payments (base costs), excluding executory costs (service costs), equals or exceeds 90% of the fair market value of the leased property. (Calculated by DELPHI FA System after input of lease details).

- If "Yes" – Capital Lease, based on Full rent, recalculate based on Net Rent and if still "Yes" the Accounting Technician will notify the CO of Capital Lease determination, and send the Capital Lease Amortization Schedule to the CO and Requisitioner to reprocess the requisition into proper Capital Lease format.
- If "No" – Operating Lease, the Accounting Technician will notify the CO of Operating lease determination and provide a signed copy of this completed form back to the CO for lease file, together with a copy of the Operating Lease payment schedule established.

I certify that the above test is complete, and that the payment schedule has been established in FA (not required for Pre-evaluations and Re-evaluations).

Processed by: _____ Date _____

Accounting Technician

Date

FORM INSTRUCTIONS - General

1. CO fills out Header and Sections 1 – 3, signs and submits evaluation form to Accounting office with lease package.
2. Accounting enters lease details data into FA system and performs calculation when required, completes set up of either capital or operating lease, signs and returns copy of this form to the CO for inclusion in Lease file. Exception: When a pre-lease evaluation or reevaluation of an existing lease is requested – it's important that the accounting tech not save the lease details/payment schedule.

Form Header Information:

Lease Number: FAA Lease contract number

City/State: Fill in City/State where lease is located

Facility Contraction(s): Fill in FAA facility contraction

Type of Evaluation: Check which type of evaluation this is. Pre-lease evaluation is done on leases the CO suspects may be capital leases before the lease is consummated. Lease inception evaluation is done at the start of a new lease. Modification evaluation is done when there is a contractual modification during the lease term – where the amount of the asset under lease or lease term, including options, increases. This form is not required for modifications that change rent due to operating cost changes, taxes and other modifications that do not increase the net rent, or amount under lease.

SECTION 1 – Test for Leases classified automatically as Operating Leases.

The purpose of this section is to identify those leases that qualify as operating leases by statute or policy. This screening allows the lease to be identified as operating without the

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need to determine FMV – which can be time consuming in Real Estate. It is significant to note that land leases and leases with other federal agencies are automatically considered operating leases. Complete all questions, even if you answer one “yes”. More than one “yes” answer is possible.

1a. Aggregate Base Rent (total rent minus service costs utilities) is less than \$25,000. Example: Lease for 5 years that we pay \$6,000 per year on, of which \$1005 is service costs. Net Rent = \$4,995 per year. Multiply time number of years to arrive at aggregate. \$4,995 per yr. x 5 yrs = \$24,975. So, answer is “Yes”

1b. Leases with other federal agencies, including GSA are automatically considered operating leases.

1c. Land Leases: It is FAA’s policy to consider leases for land or rights of way as operating leases, unless there are provisions in the lease to transfer ownership or purchase at less than FMV.

1d. Short Term Leases. It is FAA’s policy that short term real property leases (5 years or less are automatically classified as operating leases, unless there are extraordinary circumstances that would cause the CO to suspect the lease may be a capital lease (such as an extremely high rent rate exceeding a 20% Capitalization rate).

If any one or more answer in questions 1a – d is “Yes” skip section 2 and fill out Section 3 a-d. If all answers are “No”, proceed to Section 2.

SECTION 2 - TEST for Leases automatically considered to be Capital Leases.

Leases that contain provisions that transfer ownership at or near the end of the lease, or allow the government a right to purchase the property at less than FMV are considered capital leases.

2a. Test for Ownership transfer – This applies if there is a provision in the lease for the FAA to have ownership at the end of lease term.

2b. Test for Bargain purchase Option. NOTE: Applies only if there is an option to purchase at less than FMV. It is very important to distinguish a purchase option from a bargain purchase option. An option to purchase at FMV, or first right of refusal, DOES NOT constitute a bargain purchase option.

SECTION 3 - LEASE Details and Economic Life Test

The purpose of this section is for the CO to provide the information necessary for Accounting Office to perform the capitalization test, AND to set up the Lease payment schedule in Fixed Assets, so the lease can be paid automatically without invoices.

3a. Payment Frequency and Payment period: M= monthly, Q = Quarterly, S=Semi-annual, A=Annual. This also establishes payment period for the lease. All answers in 3b –d and f- g must be answered in payment periods. Payment periods per year for each type: M = 12, Q = 4, S = 2, A = 1.

3b. Lease Term: State lease term in number of payment periods, including any option periods.

3c. Full Rent per Payment Period: Enter the amount of Rent to be paid per payment period, including any services/utilities included in the amount to be paid.

3d. Net Rent per Payment Period: Calculate the NET rent per payment period, after excluding any executory costs, including utilities, service, taxes and separate amortized build-out/improvement costs*.

3e. Determining Fair Market Value (FMV). CO must estimate the FMV of the real property asset under lease if the lease is not classified as an automatic operating lease. The CO should determine estimated FMV of the asset under lease when performing their market survey – since market data is usually the most reliable indicator. There is no single approach to estimating this value that is used internally by FAA accounting and not to be confused with FMV for just compensation purposes. However the CO should attempt to determine FMV via at least one other approach, such as replacement cost or income approach, and then make a determination based on their judgment (don't average). The CO and Accounting will utilize the full FMV of the asset under lease, in cases where the FAA leases part of a real property asset/building.

3f. Determine Total Estimated Economic Life of Asset being leased in number of payment periods. (N/A for automatic operating leases) : _____ (Default value is 40 years for buildings and 15 years for other structures – if asset has had major service life extensions, add ten years).

3g. Determine Remaining Estimated Economic Life of Asset being leased in payment periods (N/A for automatic operating leases): _____ Generally assumed to be Total Estimated Economic life minus the asset's age at the start of the lease. (Note: However, The remaining economic life should at least be for the term of the lease being executed).

3h. Economic Life Test – A lease is considered capital lease, if the term of the lease exceeds 75% of the remaining economic life. A Notable exception is if the lease occurs in the last quarter of the total economic life, then the 75% rule does NOT apply – which means the lease is considered an operating lease. A work sheet is provided on the form.

3i. Amortization Rate: Include ONLY for Lease purchases/ or where amortized improvements have a specific term and stated interest rate identified. Regular lease discount rates are determined by statute. Accounting should use current treasury rate unless specifically specified by CO to use a negotiated interest rate.

3j) Review answers in Sections 1 – 3 and check which box applies. This helps summarize to the Accounting Tech what needs to be done in Section 4.

Sign and date the completed form and send to your servicing Accounting Office for processing.

Special Circumstances:

***Separately amortized build-out costs.** Some tenant improvement allowance for initial

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space alterations (ISAs) is normally included in the rent (space leases) as a standard business practice and should be included as a part of base rent calculations. However, if A RECO negotiates to amortize cost improvements over a period (normally shorter than the full lease term) at a specified interest rate – then that amortization should be treated like a lease-purchase of that improvement even if the FAA never owns the improvement. The amortization of the lease improvement is treated in a similar fashion as a capital lease and treated separately from the original lease, whether operating or capital. **Exception:** If the amortized improvements meets one of the criteria in section 1 (Under \$25,000 in aggregate net rent, with a gov. agency, is for land – etc.). In those cases, the amortization will be considered operating costs and will be incorporated in the operating lease rent. The amortization of improvements that don't meet the Section 1 tests must be captured on a separate DO against external contract that lists the Lease PO number in the External contract number field, due to current functionality (Only the last line on a Lease can be used to pay rent – multiple lines that use the Fixed Asset Lease payment schedule are not possible at this time). The CO must ensure the Accounting tech is notified of the actual interest rate used for amortization, since the amortization schedule will require the actual interest rate, rather than the treasury rate normally used. A separate lease evaluation form should be done for the improvement amortization and the amortized leasehold improvement shall be treated as an automatic capital lease.

SECTION 4 Accounting Section

The Accounting tech shall follow the instructions in Section 4 to make lease determinations as necessary for the type of evaluation required. Recommendations for following type of evaluations:

1. Pre-lease Evaluation: Do not save lease details or payment schedule, as this is an early evaluation of a lease that could be a capital lease. It is standard practice for CO's to request early evaluations of space leases.
2. Lease Inception Evaluation: Follow normal process for evaluating a new lease.
3. Modification: Accounting tech must be careful to run any capitalization test on the Net increase in rent over the net increase in term. For this test lease inception is the date of the modification, not original start date.
4. Reevaluation of Existing Lease: Do not save lease details payment schedule, as this a requested check of an existing lease in DELPHI.
5. Lease Purchase/Amortized Leasehold Improvement: Actual lease purchases of real property are very rare – however amortized leasehold improvements are not uncommon. Accounting tech should receive a separate evaluation form for the amortized leasehold improvement unless it meets the criteria for Section 1 (Automatic Operating lease). Lease purchases that don't meet the criteria of section one should be awarded on a separate DO against external contract – since they will be treated as a capital lease.
6. After performing the capitalization test and setting up the lease payment schedule if required (new leases and modifications), or printing out the capital lease amortization schedule (For positive capital lease determinations and lease purchases), sign and return the evaluation form to the CO - together with a copy of the lease payment or amortization schedule. For Pre-lease evaluations, and Reevaluations of existing leases, it is not necessary to send a copy of payment schedule. Accounting Tech should always provide a copy of the payment schedule to allow the CO to confirm that the payment schedule is in agreement with the Lease.

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Section 3.2.1 : Vendor/Miscellaneous Payment Information Form .

VENDOR/MISCELLANEOUS PAYMENT INFORMATION FORM

This form is used for both Taxpayer Identification Number (TIN) notification and Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. This form is to be used only for those vendors that cannot register in Central Contractor Registration (CCR).

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579) and the Debt Collection Improvement Act of 1996 (P.L. 104-134, Ch. 10). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 7701, 31 CFR 210, and Internal Revenue Code 6109. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. The FAA will use the TIN information for purposes of collecting and reporting on any delinquent amounts arising out of such person's relationship with the Government. Failure to provide the information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION		
FEDERAL PROGRAM AGENCY: Federal Aviation Administration		
AGENCY IDENTIFIER: FAA	AGENCY LOCATION CODE (ALC): 69-00-1104	ACH FORMAT: <input checked="" type="checkbox"/> CCD+ <input type="checkbox"/> CTX <input type="checkbox"/> CTP
ADDRESS:		
CONTACT PERSON NAME:	TELEPHONE NUMBER: ()	
ADDITIONAL INFORMATION (Assigned payee vendor number, etc.):		

PAYEE/COMPANY INFORMATION	
BUSINESS NAME:	SSN or TAXPAYER ID NO.

SOLE PROPRIETOR NAME (If different from above):		BUSINESS STATUS: { Check here if previously provided [] }	
		<input type="checkbox"/> Individual/Sole Proprietor [] <input type="checkbox"/> Corporation [] Partnership [] Other _____ (please specify)	
ADDRESS:			
CONTACT PERSON NAME:		TELEPHONE NUMBER:	
		()	
<u>Are you subject to "backup withholding" per Internal Revenue Code Sec. 6041 or 6041A(a)? Please check one box below:</u>			
<input type="checkbox"/> I am Exempt from Backup withholding [] I have not been notified by IRS that I am subject to Backup Withholding as a result of failure to report all interest or dividends [] the IRS has notified me that I am no longer subject to backup withholding.			
<u>TIN Certification.</u> Under penalties of perjury, I certify that the number shown above is my correct TIN (or I am waiting for a number to be issued to me), and the backup withholding status as marked above is correct.			
Signature ▶ _____		Date ▶ _____	

FINANCIAL INSTITUTION INFORMATION	
NAME:	If previously enrolled in the ACH Program at this site, please check this box []
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER:
	()
NINE-DIGIT ROUTING TRANSIT NUMBER:	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER	
TYPE OF ACCOUNT:	
[] CHECKING [] SAVINGS [] LOCKBOX	

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:	TELEPHONE NUMBER:
	()
SIGNATURE NOT REQUIRED	

SECTIONS EDITED:

Section 3.2 : Management Forms

Old Content: Real Estate Guidance :

Section 3.2 : Management Forms New Content: Real Estate Guidance :

Section 3.2 : Management Forms

[Real Estate Templates](#)

Red Line Content: Real Estate Guidance :

Section 3.2 : Management Forms

Real Estate Templates

Section 7.9 : Legal Review and Concurrence Form

Old Content: Real Estate Guidance :

Section 7.9 : Legal Review and Concurrence Form

PROJECT: (Describe project here: e.g. FSDO space lease located in Las Vegas, NV)

TYPE of LEGAL REIVEW NEEDED: (e.g. Non-competitive, Space Lease, Lease Renewal, Condemnation, ETC.)

Please check the materials have been given to legal counsel for review. If not all required documents are included, please note in the comments section a date by which the missing documentation will be provided.

- A copy of the Market Survey, if one was conducted. If no Market Survey was conducted, a statement explaining the determination not to conduct one must be included;
- The Statement of Work (SOW), Solicitation for Offers (SFO), Screening Information Request (SIR), or other documentation that sets forth the requirements for the acquisition;
- If the acquisition was conducted utilizing competitive procedures, a summary of the offers received and the evaluation of the strengths and weaknesses of each;
- If the acquisition is non-competitive, a statement in support of the non-competitive acquisition, executed by the RECO;

- A determination that funding is available for the acquisition;
- If a leasehold acquisition, the final Lease document, with an explanation of any revisions to the standard clauses, if applicable;
- Copies of all RETS notes pertaining to the acquisition;
- A copy of the Lease versus Purchase Analysis;
- An appraisal report, if applicable;
- A title report, and title insurance binder, if applicable; and
- The draft, or executed final version, of the Negotiator’s Report, if applicable.

ADDITIONAL COMMENTS/INFORMATION PROVIDED TO LEGAL:

Date Delivered to Legal Counsel: _____

Name of RECO: Signature _____

Legal Concurrence:

- Concur without comments
- Concur with comments

- Nonconcur with comments

Legal Counsel _____ (date)

If RECO received a Nonconcur with comments, the documentation must be revised to address the issues raised in the non-concurrence, and resubmitted.

Resubmitted for Review and Concurrence on _____ (Date)

- Concur without comments
- Concur with comments

- Nonconcur with comments

RECO Comments

Legal Counsel _____ (date)

New Content: Real Estate Guidance :

Section 7.9 : Legal Review and Concurrence Form - Note Template is now available in the RE Template Library

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- If the acquisition is non-competitive, a statement in support of the non-competitive acquisition, executed by the RECO;
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- If the acquisition was conducted utilizing competitive procedures, a summary of the offers received and the evaluation of the strengths and weaknesses of each;
- If the acquisition is non-competitive, a statement in support of the non-competitive acquisition, executed by the RECO;
- A determination that funding is available for the acquisition;
- If a leasehold acquisition, the final Lease document, with an explanation of any revisions to the standard clauses, if applicable;
- Copies of all RETS notes pertaining to the acquisition;
- A copy of the Lease versus Purchase Analysis;
- An appraisal report, if applicable;
- A title report, and title insurance binder, if applicable; and
- The draft, or executed final version, of the Negotiator’s Report, if applicable.

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Name of RECO: Signature _____

Legal Concurrence:

- Concur without comments
- Concur with comments

-
-
- Nonconcur with comments
-
-
-
-
-
-

Legal Counsel _____ (date)

If RECO received a Nonconcur with comments, the documentation must be revised to address the issues raised in the non-concurrence, and resubmitted.

Resubmitted for Review and Concurrence on _____ (Date)

- Concur without comments
 - Concur with comments
-
-
-
-
-
-

- Nonconcur with comments
-
-
-
-
-
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RECO Comments

Legal Counsel _____ (date)

Section 5.9.3.2 : Real Property Disposition Report

Old Content: Real Estate Guidance :

Section 5.9.3.2 : Real Property Disposition Report

[Real Property Disposition Report](#)

PREPARATION NOTES: FAA REAL PROPERTY DISPOSITION REPORT

INTRODUCTION

This form replaces the FAA Form 4800. This form is entitled “Real Property Disposition Report”, (RPDR), avoiding any reference to an FAA Order Number.

The purpose of this form is as follows:

- Reporting requirements as per Executive Order 13327, Real Property Asset Management and OMB compliance.
- Reporting items as ACTIVE, INACTIVE, EXCESS, and DISPOSED OF as status codes and as part of the above requirements.

MODIFICATIONS TO THE REPORT

Status Codes and Disposition Codes are new to this form. Condition Codes remain the same. Action Codes and the Personal Property check boxes have been eliminated. Remarks remains the same. The form is prepared as follows:

1. Header Information (blocks 1 - 6): Self-explanatory. Block 6 is now Cost Center Code/Doc Number. Please note, that the Point of Contact (block 5) need not be the initiator - the preferred POC is the person most familiar with the Property and the circumstances.

2. Property Description and Disposition Section:

- REMS ASSET NUMBER: available from REMS

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- DELPHI NUMBER: available from REMS or Delphi
- ITEM NAME: available from REMS
- STATUS CODE: the Status of the Property as ACTIVE, INACTIVE, EXCESS or DISPOSED OF. Select ACTIVE if the Property is being reinstated or found on base.
- STATUS DATE: Date the Property changed Status between ACTIVE - INACTIVE - EXCESS – DISPOSED OF
- DISPOSITION METHOD: use the code that best describes the way the Property is going to be Disposed.
- CONDITION CODE: use the code that best describes the condition of the Property.
- ACQUISITION COST: the cost recorded in REMS.
- DISPOSITION VALUE: for owned Properties that are Disposed Of through Sale, enter the Sale Price. For the rest of the owned Properties, enter the Plant Replacement Value (from REMS). For Leased Properties, enter either the Annual Rental or the Annual Operations Cost (if the Annual Rental is \$0).
- TRFR ASSET TO LOC ID-FAC: The new ATID and Facility Contraction to where the Asset is being transferred.

3. Property Custodian Remarks: this section is used to further describe the affected Property or to add disposition recommendations.

4. Real Property Disposal Officer Remarks (RPDO): this section is used to provide the initiator item-by-item disposition instructions.

The RPDO will provide the initiator a signed copy of the completed form for local property records and a copy will be placed with the property records maintained at the Regional Office or LSA.

New Content: Real Estate Guidance :
Section 5.9.3.2 : Real Property Disposition Report

[Real Property Disposition Report](#)

Note: This form is also available in the Real Estate Template Library.

PREPARATION NOTES: FAA REAL PROPERTY DISPOSITION REPORT

INTRODUCTION

This form replaces the FAA Form 4800. This form is entitled “Real Property Disposition Report”, (RPDR), avoiding any reference to an FAA Order Number.

The purpose of this form is as follows:

- Reporting requirements as per Executive Order 13327, Real Property Asset Management and OMB compliance.
- Reporting items as ACTIVE, INACTIVE, EXCESS, and DISPOSED OF as status codes and as part of the above requirements.

MODIFICATIONS TO THE REPORT

Status Codes and Disposition Codes are new to this form. Condition Codes remain the same. Action Codes and the Personal Property check boxes have been eliminated. Remarks remains the same. The form is prepared as follows:

1. Header Information (blocks 1 - 6): Self-explanatory. Block 6 is now Cost Center Code/Doc Number. Please note, that the Point of Contact (block 5) need not be the initiator - the preferred POC is the person most familiar with the Property and the circumstances.

2. Property Description and Disposition Section:

- REMS ASSET NUMBER: available from REMS
- DELPHI NUMBER: available from REMS or Delphi
- ITEM NAME: available from REMS
- STATUS CODE: the Status of the Property as ACTIVE, INACTIVE, EXCESS or DISPOSED OF. Select ACTIVE if the Property is being reinstated or found on base.
- STATUS DATE: Date the Property changed Status between ACTIVE - INACTIVE - EXCESS – DISPOSED OF
- DISPOSITION METHOD: use the code that best describes the way the Property is going to be Disposed.
- CONDITION CODE: use the code that best describes the condition of the Property.
- ACQUISITION COST: the cost recorded in REMS.
- DISPOSITION VALUE: for owned Properties that are Disposed Of through Sale, enter the Sale Price. For the rest of the owned Properties, enter the Plant Replacement Value (from REMS). For Leased Properties, enter either the Annual Rental or the Annual Operations Cost (if the Annual Rental is \$0).
- TRFR ASSET TO LOC ID-FAC: The new ATID and Facility Contraction to where the Asset is being transferred.

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3. Property Custodian Remarks: this section is used to further describe the affected Property or to add disposition recommendations.

4. Real Property Disposal Officer Remarks (RPDO): this section is used to provide the initiator item-by-item disposition instructions.

The RPDO will provide the initiator a signed copy of the completed form for local property records and a copy will be placed with the property records maintained at the Regional Office or LSA.

Red Line Content: Real Estate Guidance :
Section 5.9.3.2 : Real Property Disposition Report

[Real Property Disposition Report](#)

-

Note: This form is also available in the Real Estate Template Library.

-

PREPARATION NOTES: FAA REAL PROPERTY DISPOSITION REPORT

-

INTRODUCTION

This form replaces the FAA Form 4800. This form is entitled “Real Property Disposition Report”, (RPDR), avoiding any reference to an FAA Order Number.

The purpose of this form is as follows:

- Reporting requirements as per Executive Order 13327, Real Property Asset Management and OMB compliance.
- Reporting items as ACTIVE, INACTIVE, EXCESS, and DISPOSED OF as status codes and as part of the above requirements.

MODIFICATIONS TO THE REPORT

Status Codes and Disposition Codes are new to this form. Condition Codes remain the same. Action Codes and the Personal Property check boxes have been eliminated. Remarks remains the same. The form is prepared as follows:

1. Header Information (blocks 1 - 6): Self-explanatory. Block 6 is now Cost Center Code/Doc Number. Please note, that the Point of Contact (block 5) need not be the initiator - the preferred POC is the person most familiar with the Property and the circumstances.

2. Property Description and Disposition Section:

- REMS ASSET NUMBER: available from REMS

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- DELPHI NUMBER: available from REMS or Delphi
 - ITEM NAME: available from REMS
 - STATUS CODE: the Status of the Property as ACTIVE, INACTIVE, EXCESS or DISPOSED OF. Select ACTIVE if the Property is being reinstated or found on base.
 - STATUS DATE: Date the Property changed Status between ACTIVE - INACTIVE - EXCESS – DISPOSED OF
 - DISPOSITION METHOD: use the code that best describes the way the Property is going to be Disposed.
 - CONDITION CODE: use the code that best describes the condition of the Property.
 - ACQUISITION COST: the cost recorded in REMS.
 - DISPOSITION VALUE: for owned Properties that are Disposed Of through Sale, enter the Sale Price. For the rest of the owned Properties, enter the Plant Replacement Value (from REMS). For Leased Properties, enter either the Annual Rental or the Annual Operations Cost (if the Annual Rental is \$0).
 - TRFR ASSET TO LOC ID-FAC: The new ATID and Facility Contraction to where the Asset is being transferred.
3. Property Custodian Remarks: this section is used to further describe the affected Property or to add disposition recommendations.
4. Real Property Disposal Officer Remarks (RPDO): this section is used to provide the initiator item-by-item disposition instructions.

The RPDO will provide the initiator a signed copy of the completed form for local property records and a copy will be placed with the property records maintained at the Regional Office or LSA.

Section 5.9.3.3 : Real Property Account Adjustment Report

Old Content: Real Estate Guidance :

Section 5.9.3.3 : Real Property Account Adjustment Report

- [Blank Form](#)
- [Sample 1 Form](#)
- [Sample 2 Form](#)

PREPARATION NOTES: FAA FORM 4800-3, REAL PROPERTY

ACCOUNT ADJUSTMENT REPORT

This form will be used by property managers to adjust property account balances when discrepancies related to administrative error or oversight are discovered. It will not be used in situations where negligence or misconduct is suspected to have resulted in the loss of government property.

Block Note -

1. Region: Self-explanatory.
2. Adjustment Type: One type of adjustment per form submitted.
3. Justification: "Found on Facility" refers to assets physically present but not shown on the facility record. "Asset Not Present" refers to recorded property that is not present at the facility. "Other" covers all other circumstances (quantitative errors, discrepant shipment documents, unrecorded transfers, undocumented demolition, etc).
4. Submitted By / Routing Symbol / Date: Self explanatory.
5. Point of Contact: The person most familiar with the circumstances that justify the requested action.
6. Facility Identification: Self-explanatory.
7. Local Document Number: Optional.
8. Facility Address: Self-explanatory.
9. Add to Inventory: Descriptive remarks must be as complete as possible. The information provided will be used when items are added to the property accounting system.
10. Reconfigure Assets: Use this section to correct descriptive data (dimensions, composition, etc.) asset identification information (Property Codes, Usage Codes, etc.), Facility information (GSA Control Number, Fac Cont, Fac Type, etc.). Enter information recorded in REMS in the "As Reads" portion; enter correct information in the "Is Amended To Read" portion.
11. Remove From Inventory: Self-explanatory.
12. Narrative: The narrative will explain the research done by the preparer to identify the error, when it may have originated and what may have caused it. The narrative will describe corrective actions to be taken. Continuation pages will be used to extend a narrative if necessary. Copies of supporting documents will be attached and they will be listed in the narrative. Signed

statements from persons having knowledge of events described in the narrative should be attached whenever possible.

13. Regional Office Review: The person appointed as Approving Official must not be in the direct property accountability/responsibility chain of the facility affected by the action. The Approving Official may concur or non-concur with the action as presented. If the Approving Official fails to concur, comments will be entered to explain the reasons for non-concurrence and to direct corrective measures to finalize the action.

14. Approving Official -Name / Routing Symbol / Date: Self Explanatory.

15. Signature of Approving Official: Self Explanatory.

New Content: Real Estate Guidance :

Section 5.9.3.3 : Real Property Account Adjustment Report

- [Blank Form](#)
- [Sample 1 Form](#)
- [Sample 2 Form](#)

Note: This form is also available in the Real Estate Template Library

PREPARATION NOTES: FAA FORM 4800-3, REAL PROPERTY ACCOUNT ADJUSTMENT REPORT

This form will be used by property managers to adjust property account balances when discrepancies related to administrative error or oversight are discovered. It will not be used in situations where negligence or misconduct is suspected to have resulted in the loss of government property.

Block Note

1. Region: Self-explanatory.
2. Adjustment Type: One type of adjustment per form submitted.
3. Justification: "Found on Facility" refers to assets physically present but not shown on the facility record. "Asset Not Present" refers to recorded property that is not present at the facility. "Other" covers all other circumstances (quantitative errors, discrepant shipment documents, unrecorded transfers, undocumented demolition, etc).
4. Submitted By / Routing Symbol / Date: Self explanatory.
5. Point of Contact: The person most familiar with the circumstances that justify the requested action.

6. Facility Identification: Self-explanatory.
7. Local Document Number: Optional.
8. Facility Address: Self-explanatory.
9. Add to Inventory: Descriptive remarks must be as complete as possible. The information provided will be used when items are added to the property accounting system.
10. Reconfigure Assets: Use this section to correct descriptive data (dimensions, composition, etc.) asset identification information (Property Codes, Usage Codes, etc.), Facility information (GSA Control Number, Fac Cont, Fac Type, etc.). Enter information recorded in REMS in the "As Reads" portion; enter correct information in the "Is Amended To Read" portion.
11. Remove From Inventory: Self-explanatory.
12. Narrative: The narrative will explain the research done by the preparer to identify the error, when it may have originated and what may have caused it. The narrative will describe corrective actions to be taken. Continuation pages will be used to extend a narrative if necessary. Copies of supporting documents will be attached and they will be listed in the narrative. Signed statements from persons having knowledge of events described in the narrative should be attached whenever possible.
13. Regional Office Review: The person appointed as Approving Official must not be in the direct property accountability/responsibility chain of the facility affected by the action. The Approving Official may concur or non-concur with the action as presented. If the Approving Official fails to concur, comments will be entered to explain the reasons for non-concurrence and to direct corrective measures to finalize the action.
14. Approving Official -Name / Routing Symbol / Date: Self Explanatory.
15. Signature of Approving Official: Self Explanatory.

Red Line Content: [Real Estate Guidance](#) :

Section 5.9.3.3 : Real Property Account Adjustment Report

- [Blank Form](#)
- [Sample 1 Form](#)
- [Sample 2 Form](#)

Note: This form is also available in the Real Estate Template Library

PREPARATION NOTES: FAA FORM 4800-3, REAL PROPERTY

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ACCOUNT ADJUSTMENT REPORT

This form will be used by property managers to adjust property account balances when discrepancies related to administrative error or oversight are discovered. It will not be used in situations where negligence or misconduct is suspected to have resulted in the loss of government property.

Block Note -

1. Region: Self-explanatory.
2. Adjustment Type: One type of adjustment per form submitted.
3. Justification: "Found on Facility" refers to assets physically present but not shown on the facility record. "Asset Not Present" refers to recorded property that is not present at the facility. "Other" covers all other circumstances (quantitative errors, discrepant shipment documents, unrecorded transfers, undocumented demolition, etc).
4. Submitted By / Routing Symbol / Date: Self explanatory.
5. Point of Contact: The person most familiar with the circumstances that justify the requested action.
6. Facility Identification: Self-explanatory.
7. Local Document Number: Optional.
8. Facility Address: Self-explanatory.
9. Add to Inventory: Descriptive remarks must be as complete as possible. The information provided will be used when items are added to the property accounting system.
10. Reconfigure Assets: Use this section to correct descriptive data (dimensions, composition, etc.) asset identification information (Property Codes, Usage Codes, etc.), Facility information (GSA Control Number, Fac Cont, Fac Type, etc.). Enter information recorded in REMS in the "As Reads" portion; enter correct information in the "Is Amended To Read" portion.
11. Remove From Inventory: Self-explanatory.
12. Narrative: The narrative will explain the research done by the preparer to identify the error, when it may have originated and what may have caused it. The narrative will describe corrective actions to be taken. Continuation pages will be used to extend a narrative if necessary. Copies of supporting documents will be attached and they will be listed in the narrative. Signed statements from persons having knowledge of events described in the narrative should be attached whenever possible.

13. Regional Office Review: The person appointed as Approving Official must not be in the direct property accountability/responsibility chain of the facility affected by the action. The Approving Official may concur or non-concur with the action as presented. If the Approving Official fails to concur, comments will be entered to explain the reasons for non-concurrence and to direct corrective measures to finalize the action.

14. Approving Official -Name / Routing Symbol / Date: Self Explanatory.

15. Signature of Approving Official: Self Explanatory.

Section 5.9.3.4 : Report Survey

Old Content: Real Estate Guidance :

Section 5.9.3.4 : Report Survey

- [Blank Form](#)
- [Sample Form](#)
- [Memorandum - Notice of Financial Liability](#)
- [Report of Survey Roles Chart](#)

PREPARATION NOTES FAA FORM 4800-4 REAL PROPERTY REPORT OF SURVEY

<u>Block</u>	<u>Note</u>
1.	Date. Self-explanatory
2.	Regional Office Control Number. This number is assigned by the RO for tracking purposes.
3.	Initiator's Name. The name of the person initiating the ROS (normally the Real Property Custodian).
4.	Title. Initiator's duty position.
5.	Property Described Below Has Been. Check one or more applicable boxes.
6.	Organization. Organization to which the initiator is assigned.

7. Location. City and state.
8. Item No. Self explanatory
9. GSA CN - Prop/Usage - Dup Ct. Property identification line as it appears in the property account. Example: 48143 - 373 - 001.
10. Qty. Number of items lost, damaged or destroyed.
11. Item Description. The item name as it appears in the property account.
12. Unit Cost. The cost recorded for the item in the property account.
13. Total Cost. The extended cost arrived at by multiplying the number of items by the unit cost.
14. Loc ID. Location identifier for the property account.
15. Facility. The facility where the item was in use.
16. CCC. Cost Center Code for the property account.
17. Point of Contact. The name and title of the person most knowledgeable of the circumstances surrounding the Report of Survey.
18. Phone / FAX. Point of contact phone and FAX number.
19. Narrative. A detailed account of circumstances surrounding the loss, damage or destruction of the property shown on the ROS. The initiator will identify (by name and duty position) all persons involved in or having knowledge of events leading up to the ROS or who have provided information contained in or appended to the ROS. When dates and times used, they should be as precise as possible. If the initiator has documentary evidence bearing on the property, to include written statements provided by individuals, such documents will be appended

to the ROS and identified as Exhibit A, Exhibit B, etc. Contact information (phone, fax, address, etc.) will be provided for any person identified in the ROS. The intent of the narrative is to give the Survey Officer a complete account of events that led to the loss, damage or destruction of property to facilitate his or her investigation.

20. Date. Date signed by the initiator.
21. Report of Survey Officer Findings and Recommendations. Complete the "negligence" statement by lining out the terms that do not apply. Using the information provided by the initiator, documentary evidence gathered during the investigation, and written statements secured from involved parties, the Survey Officer arrives at a specific set of findings and records them in this space. Based on these findings, the Survey Officer formulates recommendations for consideration by the Internal Review Officer and also records them in this space. The Survey Officer will prepare a cost assessment of the damages suffered by the government attendant to the loss, damage or destruction of the property shown on the ROS. This assessment will be included in the Findings and Recommendations section. Refer to Section H of this document for detailed guidance on these tasks particularly as regards the requirements to support a finding of negligence or willful misconduct.
22. Internal Review Officer Comments. Complete the "negligence" statement by lining out the terms that do not apply. Check the appropriate boxes.

Note that if no negligence or willful misconduct is involved and the IRO

concur with the SO's findings and recommendations, the ROS is closed and no further action is necessary. The IRO also has the option to non-concur and return the ROS for amendment or further investigation. If the ROS is to be forwarded to the Real Property Manager for review of negligence or willful misconduct findings, the IRO will comment on his or her reasons for doing so.

23. Real Property Manager Review. The RPM is the final authority on ROSs that include a finding of negligence or willful misconduct leading to a recommendation of financial liability. In this section, the RPM will indicate his agreement or disagreement with the findings and, when necessary, specify any further action on the part of the IRO or the SO.

New Content: Real Estate Guidance :
Section 5.9.3.4 : Report Survey

- [Blank Form](#)
- [Sample Form](#)
- [Memorandum - Notice of Financial Liability](#)
- [Report of Survey Roles Chart](#)

Note: This form is also available on the Real Estate Template Library

PREPARATION NOTES FAA FORM 4800-4 REAL PROPERTY REPORT OF SURVEY

<u>Block</u>	<u>Note</u>
1.	Date. Self-explanatory
2.	Regional Office Control Number. This number is assigned by the RO for tracking purposes.
3.	Initiator's Name. The name of the person initiating the ROS (normally the Real Property Custodian).

4. Title. Initiator's duty position.
5. Property Described Below Has Been. Check one or more applicable boxes.
6. Organization. Organization to which the initiator is assigned.
7. Location. City and state.
8. Item No. Self explanatory
9. GSA CN - Prop/Usage - Dup Ct. Property identification line as it appears in the property account. Example: 48143 - 373 - 001.
10. Qty. Number of items lost, damaged or destroyed.
11. Item Description. The item name as it appears in the property account.
12. Unit Cost. The cost recorded for the item in the property account.
13. Total Cost. The extended cost arrived at by multiplying the number of items by the unit cost.
14. Loc ID. Location identifier for the property account.
15. Facility. The facility where the item was in use.
16. CCC. Cost Center Code for the property account.
17. Point of Contact. The name and title of the person most knowledgeable of the circumstances surrounding the Report of Survey.
18. Phone / FAX. Point of contact phone and FAX number.
19. Narrative. A detailed account of circumstances surrounding the loss, damage or destruction of the property shown on the ROS. The initiator will identify (by name and duty position) all persons involved in or having knowledge of events leading up to the ROS or who have provided

information contained in or appended to the ROS. When dates and times used, they should be as precise as possible. If the initiator has documentary evidence bearing on the property, to include written statements provided by individuals, such documents will be appended to the ROS and identified as Exhibit A, Exhibit B, etc. Contact information (phone, fax, address, etc.) will be provided for any person identified in the ROS. The intent of the narrative is to give the Survey Officer a complete account of events that led to the loss, damage or destruction of property to facilitate his or her investigation.

20. Date. Date signed by the initiator.
21. Report of Survey Officer Findings and Recommendations. Complete the "negligence" statement by lining out the terms that do not apply. Using the information provided by the initiator, documentary evidence gathered during the investigation, and written statements secured from involved parties, the Survey Officer arrives at a specific set of findings and records them in this space. Based on these findings, the Survey Officer formulates recommendations for consideration by the Internal Review Officer and also records them in this space. The Survey Officer will prepare a cost assessment of the damages suffered by the government attendant to the loss, damage or destruction of the property shown on the ROS. This assessment will be included in the Findings and Recommendations section. Refer to Section H of this document for detailed guidance on these tasks particularly as regards the requirements

to support a finding of negligence or willful misconduct.

22. Internal Review Officer Comments. Complete the "negligence" statement by lining out the terms that do not apply. Check the appropriate boxes. Note that if no negligence or willful misconduct is involved and the IRO concurs with the SO's findings and recommendations, the ROS is closed and no further action is necessary. The IRO also has the option to non-concur and return the ROS for amendment or further investigation. If the ROS is to be forwarded to the Real Property Manager for review of negligence or willful misconduct findings, the IRO will comment on his or her reasons for doing so.
23. Real Property Manager Review. The RPM is the final authority on ROSs that include a finding of negligence or willful misconduct leading to a recommendation of financial liability. In this section, the RPM will indicate his agreement or disagreement with the findings and, when necessary, specify any further action on the part of the IRO or the SO.

Red Line Content: Real Estate Guidance :
Section 5.9.3.4 : Report Survey

- [Blank Form](#)
- [Sample Form](#)
- [Memorandum - Notice of Financial Liability](#)
- [Report of Survey Roles Chart](#)

Note: This form is also available on the Real Estate Template Library

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PREPARATION NOTES FAA FORM 4800-4
REAL PROPERTY REPORT OF SURVEY

<u>Block</u>	<u>Note</u>
1.	Date. Self-explanatory
2.	Regional Office Control Number. This number is assigned by the RO for tracking purposes.
3.	Initiator's Name. The name of the person initiating the ROS (normally the Real Property Custodian).
4.	Title. Initiator's duty position.
5.	Property Described Below Has Been. Check one or more applicable boxes.
6.	Organization. Organization to which the initiator is assigned.
7.	Location. City and state.
8.	Item No. Self explanatory
9.	GSA CN - Prop/Usage - Dup Ct. Property identification line as it appears in the property account. Example: 48143 - 373 - 001.
10.	Qty. Number of items lost, damaged or destroyed.
11.	Item Description. The item name as it appears in the property account.
12.	Unit Cost. The cost recorded for the item in the property account.
13.	Total Cost. The extended cost arrived at by multiplying the number of items by the unit cost.
14.	Loc ID. Location identifier for the property account.
15.	Facility. The facility where the item was in use.
16.	CCC. Cost Center Code for the property account.
17.	Point of Contact. The name and title of the person most knowledgeable of

the circumstances surrounding the Report of Survey.

18. Phone / FAX. Point of contact phone and FAX number.
19. Narrative. A detailed account of circumstances surrounding the loss, damage or destruction of the property shown on the ROS. The initiator will identify (by name and duty position) all persons involved in or having knowledge of events leading up to the ROS or who have provided information contained in or appended to the ROS. When dates and times used, they should be as precise as possible. If the initiator has documentary evidence bearing on the property, to include written statements provided by individuals, such documents will be appended to the ROS and identified as Exhibit A, Exhibit B, etc. Contact information (phone, fax, address, etc.) will be provided for any person identified in the ROS. The intent of the narrative is to give the Survey Officer a complete account of events that led to the loss, damage or destruction of property to facilitate his or her investigation.
20. Date. Date signed by the initiator.
21. Report of Survey Officer Findings and Recommendations. Complete the "negligence" statement by lining out the terms that do not apply. Using the information provided by the initiator, documentary evidence gathered during the investigation, and written statements secured from involved parties, the Survey Officer arrives at a specific set of findings and records them in this space. Based on these findings, the Survey Officer formulates recommendations for consideration by the Internal Review

Officer and also records them in this space. The Survey Officer will prepare a cost assessment of the damages suffered by the government attendant to the loss, damage or destruction of the property shown on the ROS. This assessment will be included in the Findings and Recommendations section. Refer to Section H of this document for detailed guidance on these tasks particularly as regards the requirements to support a finding of negligence or willful misconduct.

22. Internal Review Officer Comments. Complete the "negligence" statement by lining out the terms that do not apply. Check the appropriate boxes. Note that if no negligence or willful misconduct is involved and the IRO concurs with the SO's findings and recommendations, the ROS is closed and no further action is necessary. The IRO also has the option to non-concur and return the ROS for amendment or further investigation. If the ROS is to be forwarded to the Real Property Manager for review of negligence or willful misconduct findings, the IRO will comment on his or her reasons for doing so.
23. Real Property Manager Review. The RPM is the final authority on ROSs that include a finding of negligence or willful misconduct leading to a recommendation of financial liability. In this section, the RPM will indicate his agreement or disagreement with the findings and, when necessary, specify any further action on the part of the IRO or the SO.

Section 5.9.3.1 : LIS/USD Excess Personal Property Report

Old Content: Real Estate Guidance :

Section 5.9.3.1 : LIS/USD Excess Personal Property Report

- [Blank Form](#)
- [Sample Form](#)

PREPARATION NOTES: FAA FORM 4800-1, LIS / UTILIZATION SCREENING AND DISPOSITION EXCESS PERSONAL PROPERTY REPORT

This form is embedded in the LIS / USD software as an integral feature of the reporting and screening process for excess personal property. Instructions for the preparation and uses of this form are contained in FAA Order 4800-2c (Utilization and Disposal of Excess and Surplus Personal Property). The following notes apply to reporting available excess component items (also referred to as related personal property) formerly accounted for as real property.

1. Real property assets are constructed by assembling components that become integral parts of the parent asset. In doing so, these components lose their individual identities as accountable property items.
2. Real property assets are frequently dismantled and lose their individual identities as parent assets while leaving on-hand component items suitable for reutilization by other FAA entities.
3. The residual component items, no longer associated with a particular real property asset, revert to their original personal property classification and are reportable as excess personal property through the electronic LIS / USD system.
4. In such instances the provisions of FAA Order 4800-2c govern the reporting, tracking and final disposition of the affected components.

New Content: Real Estate Guidance :

Section 5.9.3.1 : LIS/USD Excess Personal Property Report

- [Blank Form](#)
- [Sample Form](#)

Note: This form is only to be used in the LIS system. There is no form available in the Real Estate Template Library.

PREPARATION NOTES: FAA FORM 4800-1, LIS / UTILIZATION SCREENING AND DISPOSITION EXCESS PERSONAL PROPERTY REPORT

This form is embedded in the LIS / USD software as an integral feature of the reporting and screening process for excess personal property. Instructions for the preparation and uses of this form are contained in FAA Order 4800-2c (Utilization and Disposal of Excess and Surplus

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Personal Property). The following notes apply to reporting available excess component items (also referred to as related personal property) formerly accounted for as real property.

1. Real property assets are constructed by assembling components that become integral parts of the parent asset. In doing so, these components lose their individual identities as accountable property items.
2. Real property assets are frequently dismantled and lose their individual identities as parent assets while leaving on-hand component items suitable for reutilization by other FAA entities.
3. The residual component items, no longer associated with a particular real property asset, revert to their original personal property classification and are reportable as excess personal property through the electronic LIS / USD system.
4. In such instances the provisions of FAA Order 4800-2c govern the reporting, tracking and final disposition of the affected components.

Red Line Content: Real Estate Guidance :

Section 5.9.3.1 : LIS/USD Excess Personal Property Report

- [Blank Form](#)
- [Sample Form](#)

Note: This form is only to be used in the LIS system. There is no form available in Real Estate Template Library.

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PREPARATION NOTES: FAA FORM 4800-1, LIS / UTILIZATION SCREENING AND
DISPOSITION EXCESS PERSONAL PROPERTY REPORT

This form is embedded in the LIS / USD software as an integral feature of the reporting and screening process for excess personal property. Instructions for the preparation and uses of this form are contained in FAA Order 4800-2c (Utilization and Disposal of Excess and Surplus Personal Property). The following notes apply to reporting available excess component items (also referred to as related personal property) formerly accounted for as real property.

1. Real property assets are constructed by assembling components that become integral parts of the parent asset. In doing so, these components lose their individual identities as accountable property items.
2. Real property assets are frequently dismantled and lose their individual identities as parent assets while leaving on-hand component items suitable for reutilization by other FAA entities.

3. The residual component items, no longer associated with a particular real property asset, revert to their original personal property classification and are reportable as excess personal property through the electronic LIS / USD system.
 4. In such instances the provisions of FAA Order 4800-2c govern the reporting, tracking and final disposition of the affected components.
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