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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **OUTGRANT (PERMIT AND LICENSE)** |

**Lease #****:**

**Location/Facility:**

| **CHECKLIST ITEM** | **IN FILE? Y / N or N/A** | **COMMENT:** State why a required item is not in file unless it is not applicable (N/A). |
| --- | --- | --- |
| **SECTION 1 - LEASE CONTRACT DOCUMENTS** |  |  |
| File Checklist & Form w/ QA Approval |  |  |
| Clause Review Checklist & Form w/ QA Approval |  |  |
| Outgrant Amendments |  |  |
| Executed Outgrant |  |  |
| Proof of ownership/control of property [Underlying land/space document(s) including deed(s), transfer(s), lease(s), easement(s), consent letter(s), etc.] |  |  |
| Corporate/Municipality/ Limited Liability Company Certificate/Notary Certificate |  |  |
| Right of Entry (feasibility study, environmental study, survey, etc.) |  |  |
| Proof of Insurance (not required for permits) |  |  |
| Environmental Documentation (if applicable) |  |  |
| Previous Outgrant(s) (if applicable) |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |
| PRISM Purchase Order |  |  |
| Verification of Grantee set up with Accounts Receivable (outgrants w/ cost) |  |  |
| Financial Correspondence |  |  |
| **SECTION 3 – CORRESPONDENCE** |  |  |
| Application For Outgrant on FAA Property |  |  |
| Structure, Equipment, & Frequency Inventory List (if applicable) |  |  |
| Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) –Aeronautical Study “Determination Letter” or “NRA” (if applicable) |  |  |
| **SECTION 4 – COMMUNICATIONS** |  |  |
| Correspondence, Memos and Emails (in chronological order) |  |  |
| Advertisement/Solicitation Documents, including evaluation and notices (if applicable) |  |  |
| Contracting Officer Representative (COR) Documentation (if designated by RECO) (if applicable) |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |
| Contact List |  |  |
| REMS (Show Outgrant scanned into REMS) |  |  |
| RETS Notes |  |  |
| Negotiators Report |  |  |
| Legal Review – Deviation from Standard Outgrant Clauses |  |  |
| Market Survey/Appraisal |  |  |
| Cost estimates or Annual Cost Statement (if applicable) |  |  |
| Legal description / Restricted Areas, if applicable |  |  |
| LOB Concurrence to Issue Outgrant and any limiting restrictions/conditions on use of site |  |  |
| Inspections of Property (Initial, periodic, and final) |  |  |
| **SECTION 6 – DRAWING/MISC.** |  |  |
| Grantee’s Facility Plans (floor layout, rack layout, antenna plan, plot plan, etc.) and/or Specification sheets (if applicable) |  |  |
| Drawings, Photos, and Miscellaneous Info |  |  |
| Disposal/Termination Documents |  |  |
|  |  |  |

File Checklist prepared by:

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Signature of preparer if different than RECO Date

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RECO Signature Date

QA review findings (Check one):

\_\_\_\_ No corrective action required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(QA signature) Date

\_\_\_\_ Corrective action(s) required as described on attached QA file review form