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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **ON-AIRPORT**  **MEMORANDUM OF AGREEMENT (MOA)** |

**MOA/Contract #:** [XXXXX-XX-X-XXXXX]

**Location/Facility:** [INSERT CITY/STATE/ATID/FACILITY TYPE]

| **CHECKLIST ITEM**  **(“/” means “or”)**  NAMING CONVENTION | **AMS Reference** | **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  Lease#\_FC/FCA | T3.10.1.A.7, RP Procurement Templates & Samples |  |  |
| Clause Review Checklist & Form w/ QA Approval  Lease#\_CC/CCA |  |  |  |
| Supplemental Agreement  Lease#\_SLA1 | T3.10.1 (5b) |  |  |
| Executed MOA  Lease#\_MOA Executed | T3.8.8, T3.10.1, RP Procurement Templates & Sample |  |  |
| Transfer of Ownership  Lease#\_Transfer of Owner | T3.2.2.7 & T3.8.8 |  |  |
| Ownership Verification  Lease#\_Owner Verify | T3.2.2.7 & T3.8.8 |  |  |
| Previous Expired Contract(s) and Amendment(s)  Lease#\_Previous Leases | T3.10.1 |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |  |
| PRISM PR  Lease#\_PR | T3.3.1 |  |  |
| PRISM Purchase Order  Lease#\_PO | T3.2.2.3 |  |  |
| **SECTION 3 & 4 – CORRESPONDENCE** |  |  |  |
| Correspondence, Memos and Emails  Lease#\_Email/Correspondence | T3.10.1 |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |  |
| Contact List  Lease#\_Point of Contact | T3.10.1 |  |  |
| Negotiators Report  Lease#\_NR | 3.2.2.3.1.2.5 & T3.2.2.3.A.10 & T3.8.8, RP Procurement Templates & Samples |  |  |
| Procurement Plan  Lease#\_  REQ  PP | 3.2.1 & T3.2.2.8 & T3.2.1, RP Procurement Templates & Samples |  |  |
| REMS (Real Estate Management System) entry  Lease#\_REMS | T3.10.1 |  |  |
| RETS (Real Estate Tracking System) Notes  Lease#\_RETS | T3.10.1.7.a |  |  |
| Legal Review and concurrence  Lease#\_Legal Review/Concurrence | T.1.15 |  |  |
| Initial Request/Statement of Need  Lease#\_Continuing Need Stmt | T3.2.1 |  |  |
| NAS Exemption  Lease#\_\_NAS Memo | T3.2.2.4 |  |  |
| FAA environmental documentation (i.e. Environmental Screening Checklist 1050.19C App. D  LEASE # REQ ESC | T3.6.3, RP Procurement Templates & Samples |  |  |
| Environmental Exception 1050.19C  App C  LEASE # REQ EDDE | T3.6.3, RP Procurement Templates & Samples |  |  |
| RDA (Rural Development Act) Form  Lease#\_RDA | 3.8.8, RP Procurement Templates & Samples |  |  |
| **SECTION 6 – DRAWING/MISC.** |  |  |  |
| Drawings, Photos and Miscellaneous Info  Lease#\_Drawing | T3.10.1 |  |  |
| Disposal/Termination Documents  Lease#\_Disposal/Termination | T3.10.6 |  |  |
| Utilities  LEASE#\_UTILITIES | T3.10.1 |  |  |

**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 complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(QA signature) Date