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| U.S. Department  of Transportation  Federal Aviation  Administration | **FILE CHECKLIST:**  **GOVERNMENT OWNED** |

**PO/Purchase 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 & Form w/QA Approval  PO#\_FC | T3.10.1.A.7, RP Procurement Templates & Samples |  |  |
| Clause Review Checklist & Form w/ QA Approval  PO#\_CC/CCA |  |  |  |
| Warranty Deed showing FAA as the new Owner  PO#\_Deed | T3.8.8 & T3.10.1 |  |  |
| Executed Offer to Sell Land to the United States  PO#\_Offer to Sell | T3.8.8, T3.10.1, RP Procurement Templates & Samples |  |  |
| Title Commitment/Policy  PO#\_Title Policy | T3.8.8 |  |  |
| Ownership Verification  PO#\_Owner Verify | T3.2.2.7, T3.8.8 |  |  |
| Evidence of Authority (i.e. power of attorney, trust document)  PO#\_POA | T3.2.2.7, T3.8.8 |  |  |
| Previous Expired Contract(s) with Amendment(s)  PO#\_Previous Leases | T3.10.1 |  |  |
| **SECTION 2 – FINANCIAL RECORDS** |  |  |  |
| PRISM Purchase Orders/PR/MOD/DOTO  PO#\_PO/PR/MOD/DOTO | T3.2.2.3 |  |  |
| Funding Approval  PO#\_Funding Approval | T3.2.1 & T3.3.1 |  |  |
| Vendor Entry Confirmation  PO#\_Vendor Entry | T3.3.1 |  |  |
| Settlement Statement  PO#\_Settlement Stmt | T3.3.1 & T3.10.1 |  |  |
| **SECTION 3 & 4 – CORRESPONDENCE/COMMUNICATIONS** |  |  |  |
| Correspondence, Memos and Emails  PO#\_Email/Correspondence | T3.10.1 |  |  |
| **SECTION 5 – SUPPORT DOCUMENTATION** |  |  |  |
| Procurement Plan  PO#\_REQ  PP | 3.2.1 & T3.2.2.8 & T3.2.1, RP Procurement Templates & Samples |  |  |
| Negotiator Report  PO#\_NR | 3.2.2.3.1.2.5 & T3.2.2.3.A.10 & T3.8.8, RP Procurement Templates & Samples |  |  |
| RETS (Real Estate Tracking System) Notes  PO#\_NR | T3.10.1.7.a |  |  |
| Certificate of Inspection & Possession (CIP)  PO#\_CIP | T3.10.1 |  |  |
| Legal Review and concurrence  PO#\_Legal Review/Concurrence | T.1.15 |  |  |
| Appraisal and Appraisal Review  PO#\_Appraisal/Review | T3.8.8 |  |  |
| Statement of Need  PO#\_Continuing Need Stmt | T3.2.1 |  |  |
| Historical Documents  PO#\_Docs | T3.10.1 |  |  |
| 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 |  |  |
| Lease vs. Purchase Analysis  Lease#\_LvP | T3.8.8 |  |  |
| **SECTION 6 – DRAWINGS/MISC.** |  |  |  |
| Land Survey  PO#\_Survey | T3.10.1 & T3.8.8 |  |  |
| Drawings, Photos and Miscellaneous Info  Lease#\_Drawing | T3.10.1 |  |  |
| Disposal/Termination Documents  Lease#\_Disposal/Termination | T3.10.6 |  |  |

**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