

Reclamation Manual

Directives and Standards

Real Property Disposal Checklist

FBMS Bldg#:		FRPP Relevant:	
RPUID:			
Real Property Name:		Fund/WBS:	
Contact Person/Phone:		Date Disposal Requested:	
RP Address/Location:			
Building Occupied?	Yes	No	Vacant (# of months):
Property Description:			
Acres:	Fee Title:	Withdrawn:	

Task	Point of Contact Completing Task	Target Completion	Date Completed	In File
Letter Requesting Disposal				
Title Report/Warranty Deed				
Requested Hazmat/NEPA				
Hazmat Review				
Phase I Survey				
Phase II Survey (if applicable)				
Historical Significance – Consult with SHPO/ACHP				
Historical Significance Determination (30 days)				
NEPA Compliance				
HUD/McKinney-Vento Request (Title V)				
HUD Determination				
HUD Release Date				
Appraisal Request				
Appraisal Report				
Disposal Method Determined				
Report of Excess Real Property SF- 118				
Advertisement				
Bid Opening				
Notice of Award				

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Task	Point of Contact Completing Task	Target Completion	Date Completed	In File
Check, Performance Deposit, & Removal Plan Received				
Approval of Removal Plan				
Notice to Proceed				
Report of Survey				
GSA Concurrence if A&D				
Report of Solid Waste recycled, recovered, or reused (report in cu/yd)				
Report of Solid Waste to landfill after Demolition (report in cu/yd)				
Property Voucher				
Property Removed from FBMS/FRPP/CARMA/Enterprise Asset Registry				
File Completed				
Upload File to Approved Records Repository				

Comments: