

# Report of Real Property Available for Transfer to Federal Agencies

## NOTICE OF SCREENING

*This property is being reported as excess and available for transfer to other Federal Agencies*

Date of Notice (mm/dd/yyyy)		Date of Expiration (mm/dd/yyyy)	
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### LAND HOLDING AGENCY AND BUREAU INFORMATION

Agency and Bureau Name		State	
Contact Name		Zip Code (5+4)	
Street		Telephone Number	
City		E-mail Address	

### PROPERTY NAME AND LOCATION

Property Title or Name		City	
Installation Name		State	
Address		Zip Code (5+4)	
		County	
Date Available for Initial Occupancy (mm/dd/yyyy)		Country	
Date Available for 100% Occupancy (mm/dd/yyyy)		Longitude/Latitude	

### PROPERTY IDENTIFIER AND DESCRIPTION

*Complete the section below for each building, structure, or land reported as excess, associated with this disposal. If there are more than 8 assets, complete the "Continuation Page" listing the Real Property Unique Identifier (RPUID), Size, Property Type and Use, and Restriction for all remaining assets. More than one continuation page may be used if needed.*

REAL PROPERTY UNIQUE IDENTIFIER (RPUID)	PROPERTY SIZE		PROPERTY TYPE AND USE			PROPERTY RESTRICTIONS
	SIZE	UNIT OF MEASURE	BUILDING	STRUCTURE	LAND	

## INSTRUCTIONS FOR COMPLETING REPORT OF REAL PROPERTY AVAILABLE FOR TRANSFER TO FEDERAL AGENCIES

**The Report of Real Property Available for Transfer to Federal Agencies is designed to provide potentially interested agencies with a basic degree of information pertaining to properties being declared excess/surplus to their mission needs. The form is not designed to provide the property's entire history or description. Agencies requiring additional information should contact the land holding agency point of contact.**

1. Enter the date the notice will be posted and available to other federal agencies.
2. The date of expiration for a notice should be 30 days past the date of notice.
3. Enter the agency and bureau the asset is currently owned by (i.e. Department of Homeland Security, Coast Guard)
4. Name of individual to be contacted for additional information pertaining to the property.
5. Provide the street address to be used for mailing correspondence pertaining to the property.
6. Provide the city to be used for mailing correspondence pertaining to the property.
7. Provide the state to be used for mailing correspondence pertaining to the property.
8. Provide the zip code to be used for mailing correspondence pertaining to the property.
9. Telephone number of individual to be contacted for additional information.
10. Provide the e-mail address of the individual to be contacted for additional information.
11. Title or legal description of property being reported as excess/surplus.
12. If property is part of a larger complex or installation, provide installation name (i.e. Fort Belvoir)
13. The address of the property.
14. Date any part of the property will be available for occupancy (i.e. 50% of space will be available 9/25/2007)
15. Date all current tenants will vacate and entire property will be available for occupancy.
16. Provide the city the property is located near.
17. Provide the state the property is located in.
18. Zip code - self explanatory.
19. Provide the county the property is located in if available.
20. Provide the country the property is located in.
21. If security restrictions allow, provide longitude/latitude of the property. This is especially useful for property consisting of vacant land where a street address is not available.
22. Provide the real property unique identifier assigned to the property in the Federal Real Property Profile (FRPP)
23. Identify the size and unit of measure for the real property asset. Enter the size and then choose a unit of measure from the available drop down list. For land, the unit of measure is acreage. For buildings, the unit of measure is square feet. For structures, the units of measure can be found in the FRPP definitions.
24. Identify the Real Property Type (Building, Structure, or Land) and then choose the real property use from the drop down list in the rows below the real property type. Real property types and use are defined in the Federal Real Property Profile (FRPP). For example if the real property type is land, you might choose grazing, forest, airfield, etc. from the drop down list. Choose only one real property type and use for each real unique identifier.
25. Select a restriction type from the drop down list in rows below the heading titled Property Restrictions. There are 5 broad categories which will identify that a restriction exists related to that category: Environmental or natural, Cultural (Historical), Use, Other, and None. Any restriction which may limit the use of the asset should have a use restriction.