

REPORT OF PROPERTY ACQUISITION

REPORTING AGENCY: _____ COMPLETED BY NAME & TITLE: _____

DATE: _____ PHONE NUMBER: _____

THIS ATTACHMENT RELATES TO THE LAND AND BUILDINGS MONTHLY REPORT DATED: _____, _____
 Month Year

The property involved was acquired
 leased

Was the property acquired or leased as an addition to an existing property? That is, is it connected functionally with other property administered by your agency?

Yes complete Sections I & III
 No complete Sections II & III

I. ADDITION TO EXISTING INSTALLATION – DATA REQUIREMENTS

1. Name of present installation: _____
2. Installation ID No(s) (from report installations by Administering Agency) (may be more than one): _____
3. City, Township, or Borough and County in which present installation is located (may be more than one): _____
4. Provide the following data separately for each City, Township or Borough in which any of the acquired or leased property is located:

City, Township, Borough	County	Acres	No. of Parking Spaces

5. Original purchase cost (excluding buildings if possible):
 \$ _____ Land Only
 \$ _____ Land and Buildings
6. This agency intends to lease out or has leased out all or part of the newly acquired property or all or part of any buildings on the property: Yes No
7. If a purchase, did the General State Authority participate* in any way in the purchase? Yes No
8. Will the property have any buildings or structures on it after execution of any scheduled demolition? If yes, proceed to Section III. Yes No

II. NEW INSTALLATION – DATA REQUIREMENTS

1. Property name: _____
2. Address: Street number and name: _____
3. Provide the following data separately for each City, Township or Borough in which any of the acquired or leased property is located:

City, Township, Borough	County	Acres	No. of Parking Spaces

4. If a purchase, did the General State Authority participate* in any way in the purchase? Yes No
5. Administering agency: _____ Region/District Code: _____

(over)

*NOTE: By GSA participation or involvement is meant financial assistance in purchasing, construction, or renovation.

Continuation

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II. (Cont.)

6. Use (describe): _____

7. Original purchase cost (excluding buildings if possible):
 \$ _____ Land Only
 \$ _____ Land and Buildings

8. This agency intends to lease out or has leased out all or a part of the property or all or a part of any buildings on the property:
 Yes No

9. Will the property have any buildings or structures on it after execution of any scheduled demolition? If yes, proceed to Section III.
 Yes No

III. BUILDINGS ON PROPERTY – DATA REQUIREMENTS

For each building on acquired or leased property not scheduled for demolition, the following additional data is required. Do not report any buildings that are scheduled to be demolished within a year or less after acquisition. Attach additional sheets if more space is required.

GSA* Involved (Yes or No)	Plans to Lease (Yes or No)	Building Name or Number (As assigned by your agency)	Present Use (Describe)	Gross Square Footage	CONDITION (Excellent, Very Good, Good, Fair, Poor, Very Poor)	Year Built	Original Cost	Total to Date Improvement Costs (where available)	Bldg. In a Flood Plain (Yes or No)

For each building listed above, the following insurance data is required

Installation Identification Number	Building Identification Number	Building Name	Replacement Cost of Building	Contents Value Per Building	Type of Construction	••	•••	•••	•••	•••	•••	•••	•••
						N. B. Class	Sprinkler Protection	Sprinkler Alarm	Burglar Alarm	Boiler Insurance	Exposure	Exposure Hazard	Housekeeping
						<input type="checkbox"/>							
						<input type="checkbox"/>							
						<input type="checkbox"/>							
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						<input type="checkbox"/>							

NOTE: • By GSA participation or involvement is meant financial assistance in purchasing, constructing or renovation.
 •• N.B. Class – Leave blank – Office use only
 ••• Exposure Hazard, Boiler, PML and MFL insurance data is to be evaluated and entered by a qualified engineer. If an engineering or construction office is not available in the department, please leave blank.