

REPORT OF PROPERTY DISPOSITION

REPORTING AGENCY: _____

COMPLETED BY NAME & TITLE: _____

DATE: _____

PHONE NUMBER: _____

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

The disposition of property involved: a sale or other conveyance of title termination of a lease

Was the property in question a part of one or more existing installations (as opposed to an entire separate installation? That is, was it connected functionally with other property administered by your agency?

Yes complete Section I No complete Section II

I. DELETION OF PART OF AN EXISTING INSTALLATION

1. Name of installation involved (may be more than one): _____
2. City, Township or Borough and County in which present installation is located (may be more than one): _____
3. City, Township or Borough and County in which disposed property is located (may be more than one): _____
4. With the report installations by Administering Agency as reference, determine the installation ID No.(s) involved. There will be one number for each installation connected with the disposition.

5. The disposition of property which is part of an existing installation may affect the following data elements presently recorded for the installation within the Inventory. In each case, note only the data as it relates to the property disposed of:
 - a. Number of parking spaces: _____
 - b. Acres (list separately for each municipality listed in No. 3): _____
6. If there were any buildings on that portion of the property disposed of, record the building ID numbers and name by referencing the report Buildings by Administering Agency. Attach additional pages if more space is required.

Building ID Number	Building Name

II. DELETION OF COMPLETE INSTALLATION

With the aid of the report Installations by Administering Agency, determine the installation name and ID No.(s) to be deleted. There may be more than one to report if the property to be deleted lies in more than one municipal jurisdiction. This will be indicated on the report by an asterisk (*) preceding the installation name. In this case, note all ID numbers preceded by an asterisk for the property disposed of. The report Multi City-Twp-Boro Installations by Administering Agency will be helpful in this respect.

Installation ID Number	Installation Name