

## SURPLUS REAL PROPERTY REPORT

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### PART I CERTIFICATION

1. This is to certify that the below named and described real property is surplus to the needs of this agency and can, therefore be disposed of by the Department of General Services in accordance with the provisions of Article XXIV-A of the Administrative Code of 1929, as amended.

\_\_\_\_\_  
Signature - Agency Head

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### PART II GENERAL

2. Name of Property		3. Date
4. Is Property currently on inventory listing? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Inventory I.D. Number (from state owned run)	6. Building I.D. Number (from State owned run)
7. Surplusing agency	8. Facilities person to contact	9. Telephone number
10. How was the property acquired?		11. Date Acquired
		12. Original cost

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### PART III LOCATION DATA

- 13.
- |            |           |
|------------|-----------|
| Address:   |           |
| City/Town: | Township: |
| County:    | Zoning:   |

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### PART IV PROPERTY DESCRIPTION

14. Number of acres	15. If building, how much acreage accompanies it?
16. Is there access and egress to public road? <input type="checkbox"/> Yes <input type="checkbox"/> No    -Explain	
17. Describe terrain	
18. Describe facilities (for what used)	
19. Describe each building (for what used, square feet by floor, condition of building) Use additional sheet(s) if necessary.	
20. List natural resources (lakes, streams, wells, coal etc.) Explain	

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### PART V LEGAL INFORMATION/RESTRICTIONS

- |                  |               |                 |
|------------------|---------------|-----------------|
| 21. Indebtedness | <u>Amount</u> | <u>Describe</u> |
|------------------|---------------|-----------------|
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**PART V LEGAL INFORMATION/RESTRICTIONS - Continued**

22. Does deed restrict use of property?  Yes  No If yes, describe

23. Does deed reserve oil, gas or mineral rights?  Yes  No If yes, describe

24. Does deed detail any easements?  Yes  No If yes, describe

25. Is there a reverter clause in deed?  Yes  No If yes, describe

26. Does deed detail any right-of-way?  Yes  No If yes, describe

27. Are there any leases currently in effect?  Yes  No If yes, describe

28. Are there title restrictions, liens, or encumbrances against property?  Yes  No If yes, describe

**PART VI SPECIAL CONDITIONS**

29. Please indicate below if the listed utilities are/are not connected to the institution or public systems. If utilities are not connected to a public system, please indicate whether they are available and the approximate distance to the nearest source.

	<u>Now Connected to institution</u>	<u>Now Connected to Public System</u>	<u>Not Available thru Public System</u>	<u>Approximate Distance to nearest Source</u>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Well/Municipal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

30. Additional information/Special conditions etc.:

**PART VII ATTACHMENTS - Required items**

- 1.) Submit drawing showing property lines
- 2.) Attach photograph of property (5x7 or larger)
- 3.) Provide map or plot plan of property outlining surplus area.