



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
WASHINGTON, DC 20410-7000

Guidance on Completing the Title V Property Survey

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Purpose

The Department of Housing and Urban Development is providing this guidance to assist landholding agencies in meeting the requirements set forth in 42 U.S.C. §114411, which requires landholding agencies to report to HUD all Federal excess, surplus, unutilized, or underutilized Federal real property to be reviewed for suitability to determine if the property could be used to assist the homeless.

HUD is required on a quarterly basis to request this information from landholding agencies. Landholding agencies must submit the information to HUD no later than 25 days after receiving the canvass letter from HUD, using the *Title V Property Survey Federal Property Information Checklist (Rev. 11/89)* (Title V Checklist). HUD has 30 days after it receives the information to determine whether the property is suitable to assist the homeless, and notifies the landholding agency of the determination.

If landholding agencies choose to submit the Title V Checklist with a cover letter and the cover letter includes information about the property being reported, it is important that the information in the cover letter is consistent with the information in the Title V Checklist. If the information is not consistent, HUD will contact the landholding agency for clarification which may slow down the process. It is important to note that a cover letter cannot be used as a substitute for completing the Title V Checklist—which must be submitted with information in each applicable section of the Checklist.

The information in the Title V Checklist provides a detailed *snapshot* of the current characteristics of the property. Therefore, it is critical that the landholding agency ensure that all sections in the Title V Checklist are complete and the condition of the property is accurately described. The U.S. Department of Justice has approved the Title V Checklist, therefore landholding agencies are prohibited from modifying the format of the requested information in the Checklist.

Agency and Property Information

**TITLE V PROPERTY SURVEY
FEDERAL PROPERTY INFORMATION CHECKLIST
(REV. 11/89)**

INSTRUCTIONS: 1) Use this form.
2) Complete all items below or the checklist will be returned for completion.

Date: _____ Property ID # [_____]
(HUD will assign)

1. FEDERAL LANDHOLDING AGENCY: Bureau: _____

2. PROPERTY (name): _____
(installation name, if applicable): _____

3. ADDRESS (street and number, or if none,
a brief description of how to locate property)

4. GSA INVENTORY CONTROL NO. (if available):

5. PREVIOUSLY REPORTED TO HUD? Yes No

Date—Enter the date that the Title V Checklist is being prepared to be submitted either to the agency’s primary point of contact (POC) **or** directly to HUD. Please indicate to whom the Title V Checklist is being submitted to (i.e., to HUD on 04/30/2015 or to POC on 04/30/2015).

Property ID#—Leave this field blank **unless** the property has been previously reported and a revised Title V Checklist is being submitted because there is a change in the property’s classification, status, or condition. The property ID is assigned only after the Title V Checklist has been reviewed. Per 24 CFR 581.4(d), HUD will assign an identification number to each property reviewed for suitability (i.e., property ID). The property ID will be published with the property’s suitability in the *Federal Register*.

- 1. Federal Landholding Agency (Bureau)**—Enter the Federal department or agency that has accountability of the property identified in the Title V Checklist. **Note:** If GSA submits a property on behalf of another landholding agency, HUD will assign the property number under GSA; however, it will be noted in the Federal Register that GSA is the disposal agency and list the landholding agency. For example, under ‘**Directions**’ in the *Federal Register* entry it will note Disposal Agency: GSA and Landholding Agency: *Interior*.
- 2. Property (name)**—Enter the name of the property that is being submitted for suitability. **Note:** If your agency has an internal coding system to identify a property specific to that agency, insert that information under this field. For example, for the Department of Agriculture, a property may be listed with the name of the property then ‘RPUID #’ following.

(Installation name, if applicable). If the property is held by the military, identify the appropriate installation. For example: Joint Base Andrews, Naval Station Norfolk, or Fort Bragg.

3. **Address.** Enter the physical location(s) where the property is located including the city, state, and zip code—County is optional.
4. **GSA Inventory Control No.** Only applicable to GSA.
5. **Previously Reported to HUD.** Per 24 CFR 581.4 (2)(d)—Change in Status, if the information provided on the Title V Checklist changes subsequent to HUD’s determination of suitability, and the property remains unutilized, underutilized, excess or surplus, the landholding agency must submit a revised Title V Checklist in response to the next quarterly canvass. Indicate whether the property has been previously reported by checking ‘YES’ or ‘NO.’ **Note:** If ‘YES,’ identify the property number in the ‘Property ID’ field and describe the change from the original Title V Checklist submission. For example, the agency may enter that the property was previously reported and made suitable/available; however, the property currently is deteriorating and structurally unsound. If there are changes to the property’s condition, include evidence (e.g., pictures) that supports the updated information in the Title V Checklist.

6. Property Description

Place an ‘X’ in the appropriate check box. **Note:** Only place an ‘X’ in the ‘OTHER’ check box if the property is a combination of both building(s) AND land that is being reported. This will notify HUD to add a note in the comment section that it’s both the building(s) and land being reported, before publishing in the *Federal Register*. **Note: If a landholding agency has a property that is not either a building or land, please submit a picture(s) of the structure(s) and brief description of the structure to title5@hud.gov for HUD review prior to submitting the completed Title V Checklist.**

6. PROPERTY DESCRIPTION:

Building Vacant Land Other (improved land)

A. Current status: Unutilized Underutilized Excess Surplus

If excess or surplus, GSA Disposal Control No.:

B. If underutilized, type of underutilization (describe):

Portion Seasonal Intermittent Other (describe):

C. Predominant surrounding land use:

D. Unusual physical features or impediments:

E. Legal constraints (right of entry, covenants, permits, licenses, etc.):

F. Other (comments):

A. Current Status—the classification of the property. The current status is dependent upon the landholding agency’s internal disposal process. HUD has no statutory or regulatory authority to classify property.

Note: In accordance with 24 CFR 581.1- Definitions, **Surplus** means any excess real property not required by any Federal landholding agency for its needs or the discharge of its responsibilities, as determined by the Administrator of GSA. Therefore, absent of a disposal delegation from GSA, landholding agencies are prohibited from using this classification.

B. If underutilized, type of underutilization (describe)—identify if a portion of the property is seasonal, intermittent, or other. If other, please specify.

C. Predominant surrounding land use—provide a clear and concise description of how the surrounding land is currently being used (e.g., surrounding land is used for commercial use, residential, agriculture).

D. Unusual physical features or impediments—identify any unique features, obstacles, or physical defects (e.g., utility easements).

E. Legal constraints (right of entry, covenants, permits, licenses, etc.)—specify any legal restrictions that could possibly impede the transferee from being able to access and/or use the property.

F. Other (comments)—provide a clear and concise description of any other relevant information that was not captured in this section.

7. Building Description

This section is used to provide information about the characteristics of the building. If the building is determined suitable by HUD, this information will be included in the *Federal Register* publication; therefore, ensure that information provided in this section is current.

7. BUILDING DESCRIPTION:

A. Age:

B. Structure type:

C. Size (usable square feet per floor):

D. Number of floors:

E. Current or most recent use (storage, residential, office, etc.):

F. If currently occupied or leased, indicate:

i. Percentage of total space occupied or otherwise in use: _____ percent.

ii. Expiration date(s) of any existing lease(s) or renewal period(s):

G. If currently vacant, indicate number of months vacant: _____

- A. **Age**—enter the age of the building and/or year it was built.
- B. **Structure type**—indicate the type of structure; for example, structure types could include but not limited to, double-wide trailer, enforced steel foundation, or lodge cabin. **Note:** If the landholding agency is considering whether to make the building available for off-site removal, the structure type should be one of the considerations that should be taken into account. For more information about off-site removal, reference **11. Access/ Off-Site Removal** guidance below.
- C. **Size (usable square feet per floor)**—enter the total square footage that is currently vacant; if there is square footage that is currently occupied and will be vacant, indicate that as well; if there is square footage that will not be available, indicate that and an explanation as to why under Section 7.F.i. below.
- D. **Number of floors**—enter the number of floors (including the attic and/or basement, if applicable)
- E. **Current or most recent use (storage, residential, office, etc.)**—provide a clear and concise description of how the agency is currently using the property. **Note:** Do not use abbreviations or acronyms, because they can have different meanings and usages throughout the Federal Government.
- F. **If currently occupied or leased, indicate:—**
 - i. Percentage of total space occupied/ or otherwise in use: _____ percent—if identified under **C. Size** above that there is a portion of the property that is currently occupied, complete this field.
 - ii. Expiration date(s) of any existing lease(s) or renewal period(s)—If applicable, provide the date the building will be available.
- G. **If currently vacant, indicate number of months vacant—**
 Insert the number of months or years the property has been vacant.

8. Building Condition

Indicate whether the property currently meets or has the potential to meet the criteria by placing an “X” in the applicable boxes.

8. BUILDING CONDITION: Meets or has the potential to meet the following criteria:

	MEETS		POTENTIAL	
	Yes	No	Yes	No
A. Operating sanitary facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Potable water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Electric power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Indicate (if known) distance to nearest utility hook-up(s):				
E. Heating facilities adequate for climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Structurally sound				
i. Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Exterior walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Interior walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi. Describe general condition or extent of repairs needed				

Under 8.F.vi. **Describe general condition or extent of repairs needed**, provide a clear and concise description of the current condition of the property. If the property is dilapidated, please attach clear pictures of the deterioration that supports the narrative in the Title V Checklist. **Note:** If additional space is needed to explain the current condition of the property, please attach a separate document to the Title V Checklist.

9. Vacant Land

This section is used to provide information about the characteristics of the land. If the land is determined suitable by HUD, this information will be included in the *Federal Register*; therefore, ensure that information provided in this section is current.

9. VACANT LAND:

A. Size (acres, square footage):

B. Description of improvements (i.e. paved, etc.):

C. Current or most recent use:

D. If occupied, indicate:

- i. Percentage of total land area occupied or otherwise in use: _____ percent.
- ii. Expiration date of any existing lease or renewal period:

A. Size (acres, square footage): enter the total acres being reported (this includes acres that are currently available and not available but will be available).

B. Description of improvements (i.e., paved, etc.): indicate whether the property has had any improvements (e.g., a new road or street light installed on the land).

C. Current or most recent use—provide a clear and concise description of how the landholding agency used the land (e.g., land was used for agricultural purposes).

D. If occupied, indicate:

i. **Percentage of total land area occupied or otherwise in use:** _____
percent.: indicate a percentage in the blank space provided.

ii. **Expiration date of any existing lease or renewal period:** If applicable, provide the date the land will be available.

10. Vacant Land Condition

Indicate whether the property currently meets or has the potential to meet the criteria by placing an “X” in the applicable boxes. If needed, on a separate attached Word document, clearly explain the current condition of the property and provide supporting documentation (i.e., pictures, environmental documents), if applicable.

10. VACANT LAND CONDITION: Meets or has the potential to meet the following criteria:

	MEETS		POTENTIAL	
	Yes	No	Yes	No
A. Operating sanitary facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Potable water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Electric power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Indicate (if known) distance to nearest utility hook-up(s):				

11. Access

Indicate whether the property is easily accessible to the public and whether there are any restrictions to access (e.g., off-site removal restrictions, overgrown terrain, national security concerns, or if the property is landlocked). See the Off-Site Removal section below for specific information.

11. ACCESS:

A. Does this property have public access? Yes No
If yes, how (road, other):

If no, indicate:

- i. Distance to the nearest road:
- ii. Type of terrain:
- iii. Miles to nearest town/city:

Accessible by public transportation: Yes No
Type of transportation:

B. Indicate any restrictions on access (hours, etc.)

A. Does this property have public access?—indicate whether the property is located off of a public road, between private property where there is no established means of entry, or any other obstacles that would hinder a transferee to access this property. Place an “X” in the applicable box.

If yes, how (road, other): Specify how the public is able to access this property.

If no, indicate:

- iii. **Distance to nearest road**—enter in the approximate or estimated distance the property is to the nearest road (e.g., highway or parkway).
- iv. **Type of terrain**—specify the type of terrain (e.g., swamp land)
- v. **Miles to the nearest town/city**—enter the approximate or estimated miles the property is to the nearest town/city

Accessible by public transportation—Indicate by placing an ‘X’ in the applicable box if the property is easily accessibility to public transportation (e.g., bus stop, subway/Metrarail).

Type of transportation—Depending upon the response above, specify the type of transportation. For example, if ‘Yes’ to question A. above, Metrorail can be used to access the property. If ‘No’ above, automobile required to access the property.

B. Indicate any restrictions on access (hours, etc.)—Specify if there are any general or national security restrictions, off-site removal restrictions, or any other restrictions that the transferee will need to know about this property.

Security Restrictions: General security may include time restrictions to access the property, fenced in area, or alarm system for the property. National security restrictions will include any active military installation **or** highly classified research-based campus.

Off-Site Removal

Off Site Removal: In determining whether a property is available for off-site removal, it is important to complete **7. Description of Building and/or 8. Building Condition** above. Although the underlying land may not be available, this should not be the *main* reason to make the property available for off-site removal if it's **not** feasible to relocate.

When determining whether a property is feasible to relocate, at a minimum the following questions should be considered:

- Is the property structurally sound to relocate?
- Is the structure type (e.g., concrete foundation) a permanent foundation that will hinder relocation?
- Will the property need to be disassembled?
- Are there national security concerns that will hinder the transferee from accessing and removing the property?

If the answer is 'YES' to any of the above questions, it is likely that relocation is not feasible. If the agency still intends to make the property available for off-site removal, for further guidance, please contact Juanita Perry at title5@hud.gov prior to submitting the Checklist.

12. Environmental Suitability

This section is used to provide information about the environmental condition of the property. This is where the agency should elaborate on any documented environmental deficiencies that were or were not addressed under the **Description of Building and/or Condition of Property** sections mentioned earlier in this user guide.

12. ENVIRONMENTAL SUITABILITY:

- A. Is the property subject to contamination by toxic or hazardous materials or waste?
 Yes No

Identify the basis for determination (submit documents):

If yes, also identify:

- i. Nature of contaminants:
- ii. Location of contaminants:
- iii. Extent (percentage of building or number of acres affected) of contaminants:
- iv. Any scheduled cleanup plans (include projected date of completion and estimate of cost, if known):

- A. Is the property subject to contamination by toxic or hazardous materials or waste?**—Specify whether the property has contamination by placing an ‘X’ in the applicable box.

Identify the basis for determination (submit documentation)—Enter in the test(s) that were conducted to support the answer to the question above. **Note:** Do not use abbreviations or acronyms, because they can have different meanings and usages throughout the Federal Government. If applicable, submit the supporting documentation with the Title V Checklist.

If yes, also identify:

- i. Nature of contaminants:** Provide a clear and concise description of the type of contamination (e.g., asbestos, lead-based paint, mold).
- ii. Location of contaminants:** Specify all areas where the contaminants listed above are located within the property. If applicable, attach pictures that support the location of the contaminants.
- iii. Extent (percentage of building or number of acres affected) of contaminants**—Enter the approximate or estimated percentage of the property or number of acres (if land) that is impacted by these contaminants.
- iv. Any scheduled cleanup plans (include projected date of completion and estimate cost, if known)**—Enter in any scheduled cleanups and the entity that is responsible for the cleanup. If applicable, specify the cost of the cleanup.

Note: If the contamination that was identified cannot be remediated because of dangerous exposure levels or for whatever other reason(s), provide a clear and concise description of the hazard and supporting documentation (e.g., official environmental research reports).

- B. Is an industrial/commercial Federal facility handling flammable or explosive material (excluding underground storage) located on the property or within 2,000 feet of its boundary (exclude underground storage, gasoline stations, tank trucks, and any above-ground container(s) with a capacity of 100 gallons or less of such materials)?
 Yes No

If yes, indicate:

- i. Number of acres (herein being determined for possible use by the homeless) located **more than** 2,000 feet from such facility:
- ii. Nature of the facility and material:

- C. Is any portion of the property located within an airport runway clear zone?
 Yes No

If yes, indicate the portion (percentage) of the property which is so located: _____ percent.

- D. Is any portion of the property located within a 100 year floodplain? (note that the fact that a Federal property is not included in an existing floodplain map or study does not, by itself, justify a "No" answer.)
 Yes No

Is any portion of the property located in a floodway? Yes No

- E. Is the property impacted by any other environmental condition which might jeopardize the safety of occupants of the property (e.g., friable asbestos, PCBs, radon, periodic flooding)?
 Yes No

Indicate:

- i. Basis for determination (submit document):
- ii. Nature of condition:
- iii. Extent of condition:
- iv. Location of condition:

- B. Property is within 2,000 ft. of explosive and/or flammable materials.** Specify whether the property is within 2,000 ft. of explosive and/or flammable materials by placing an "X" in the applicable box. If so, note the distance of the materials in relation to the property (e.g., within 1,200 ft.) and the nature of the facility and materials (e.g., heating plant that stores coal and oil or gasoline). In addition, identify whether the materials are located on the property or located on an adjacent property. If located on an adjacent property, specify the type of facility (e.g., materials are located on the firefighter training academy which is an adjacent property).
- C. Portion of the property located within an airport runway clear zone.** Indicate whether the property is located within an airport/airfield military runway clear zone. If so, indicate the portion of the property that is impacted as well as whether there are high noise levels.
- D. Property located within 100 year floodplain.** Indicate whether the property is located in a 100-year floodplain. If so, indicate whether or not any portion is located in the floodway. If so, clearly indicate whether the floodway has been corrected or contained. Per 22 CFR Title 44, corrected or contained means any mitigation measures taken that would prevent or lessen the risk of damage due to flooding. Any

such mitigation measures would, of course, depend on the property, the geography, surrounding area, etc., and would be unique to that property.

- E. Environmental conditions that might jeopardize the safety of occupants.** Indicate whether there are any environmental conditions that might currently be a safety hazard. This field should be consistent with the information that was discussed under A. ‘*Contamination by toxic or hazardous materials or waste.*’ If contamination was identified above, please elaborate on the contaminants and the current safety hazard that might not have been clearly captured above (e.g., dangerous health concerns due to significant levels of mold that will hinder any remediation; environmental review completed, see page X in attached document).

F. Are there any other known environmental conditions which could affect or be impacted by the occupancy of the property (e.g., endangered species, wild and scenic rivers, wetlands, historic properties, storm water runoff; etc.)?

Yes No Undetermined

If yes, for each:

- i. Describe the environmental condition:
- ii. Describe the potential impact:
- iii. Basis for the determination (submit document):

- F. Are there any other known environmental conditions which could affect or be impacted by the occupancy of the property?** Indicate whether there are any other environmental conditions by placing an “X” in the applicable box. These conditions could include, but are not limited to:

- Endangered species
- Wild and scenic rivers
- Wetlands
- Historic properties
- Storm water runoff

If yes, for each:

- i. Describe the environmental conditions:** Specify the type of environmental condition (e.g., Endangered species-Bald Eagle)
- ii. Describe the potential impact:** Clearly explain the potential impact if the property is conveyed through the Title V program. (e.g., Bald Eagle’s habitat

could be disturbed and could impact health/survival of species; potential violation of State/Federal laws).

- iii. **Basis for the determination (submit documentation):** Enter in the study or studies that were conducted to support the answer above. If applicable, attach the supporting documentation with the Title V Checklist.

13. Security

This section has questions related to accessibility to the property due to national security concerns. Place an “X” in the appropriate checkbox to indicate whether the general public is denied access and whether there is an alternative method to gain access without compromising national security. **Note:** National security concerns are only applicable to military landholding agencies and Federal highly classified research-based landholding agencies. For non-military and non-highly classified research-based landholding agencies, if there are security concerns indicate in this section; however, this will not necessarily result in an unsuitable determination.

13. SECURITY:

A. Is the property located in a secure facility to which the general public is denied access?
 Yes No

B. If the answer above is yes, can alternative access be provided for the general public without compromising security requirements?
 Yes No

Indicate method of providing access:

- A. If ‘No’, do not complete 13.B. but proceed to **14. Limitation of Use**. If ‘Yes’, complete 13B.
- B. If ‘No’, proceed to **14. Limitation of Use**. If ‘Yes’, provide a clear and concise description of the method under the field “**Indicate method of providing access**”.

14. Limitation of Use

This section is used is to identify any other limitations that were not previously discussed in the Title V Checklist that should be noted. Provide a clear and concise description of any limitation.

14. LIMITATIONS ON USE:

A. Are there now, or are there anticipated to be, any other limitations not previously described on the use of this property to assist the homeless for a period of one year or more?

Yes No

If yes, describe the limitation:

B. Does the limitation currently exist?

Yes No

If no, when will any limitation take effect? _____
(date of effect)

A. Are there now, or are there anticipated to be, any other limitations not previously described on the use of this property to assist the homeless for a period of one year or more? Place an ‘X’ in the appropriate checkbox. If ‘No’, do not complete 14B. Proceed to number 15. **Checklist Contact Person.** If ‘Yes’, “describe the limitation” and proceed to 14B.

B. Does the limitation currently exist? Place an “X” in the appropriate checkbox. If ‘Yes’, proceed to 15. **Checklist Contact Person.** If ‘No’, this means that it is a *future* limitation; therefore, proceed to, “If no, when will any limitation take effect,” enter in the date and then proceed to 15. **Checklist Contact Person.**

15. Checklist Contact Person

Use this section to list the person(s) that completed the Title V Checklist and will be able to answer any follow up/clarification question(s) HUD might have regarding the information entered on the Checklist.

15. CHECKLIST CONTACT PERSON (name):

(title):

(phone number):

(email):

(date prepared):

Yes No PHOTOS (not required) are attached?

Yes No Additional amplifying information documents (not required) are attached?

Additional Remarks

Use this section to elaborate, clarify, or address any information regarding the property. This is the agency's final opportunity to make sure all relevant information to assist HUD in making the suitability determination is included before submitting the completed Title V Checklist to HUD.

ADDITIONAL REMARKS (if any):

Please forward an electronic copy of the Title V Checklist to title5@hud.gov or send a hard copy to:

Juanita Perry, Title V Lead
Office of Special Needs Assistance Programs
Community Planning and Development
US Dept. Of Housing and Urban Development
451 7th Street SW Room 7262

Note: Please only send one copy. Do not send a hard copy if you submitted the Title V Checklist via email and vice versa.