

EXCESS REAL PROPERTY

DUE DILIGENCE CHECKLIST

For Federal Landholding Agency Customers

Version: November 2017

To assist in reporting real property excess for disposal in accordance with the Federal Management Regulations - 41 CFR 102-75.115 et seq.

The U.S. General Services Administration (GSA) requires the information in this Due Diligence Checklist with every Report of Excess.

This checklist has been developed to address the specific requirements that should be included in a title report identified at 41 CFR 102-75.125 and should accompany the following forms:

* [Standard Form (SF) 118, Report of Excess Real Property](http://www.gsa.gov/portal/forms/download/115666);
* [SF118A, Buildings Structures, Utilities, and Miscellaneous Facilities, Schedule A;](http://www.gsa.gov/portal/forms/download/115682)
* [SF118B, Land, Schedule B; and](http://www.gsa.gov/portal/forms/download/115686)
* [SF118C, Related Personal Property, Schedule C](http://www.gsa.gov/portal/forms/download/115690).

##### Forms and GSA’s Report of Excess Portal are available at <http://propertydisposal.gsa.gov/FAA>. The Report of Excess Portal allows you to complete and submit a Report of Excess, including the due diligence checklist and required forms, electronically.

# **Instructions**

* Check applicable items and provide the required documentation. Attach the completed checklist to the SF 118, Report of Excess Real Property, and submit to the appropriate GSA office identified at the end of this checklist.
* Should there be an appraisal report available (any age), please furnish a copy with the report of excess.
* The FMR requires that the report on title be prepared and signed by a qualified employee of the reporting agency; this would be a realty specialist, working in conjunction with an attorney or agency counsel.

**EXCESS REAL PROPERTY DUE DILIGENCE CHECKLIST**

1. **Checklist Preparation:**

GSA recommends the input of specific subject matter experts in the preparation of this due diligence checklist. Please check which specialist(s) participated in the completion of this checklist. This due diligence checklist was prepared in consultation with the following subject matter experts from the reporting landholding agency:

**[ ]**  Property Manager/Facility Manager

[ ]  Historic Preservation Officer

[ ]  Environmental Specialist

[ ]  Legal Counsel

[ ]  Other:

1. **The Property is Locally Known As:**

County of State of ZIP

Real Property Unique Identifier (if known):

Other data reporting identifier (FRPP, FAST Act, etc.), if known:

The legal description for the excess area is as follows:

Provide metes and bounds, township and range, or block and lot description as applicable below or on separate page. Attach a legible drawing/assessor’s map with the excess area outlined. If the property is described by metes and bounds, the courses and distances should be shown on the drawing. This drawing should also show the location of any out granted areas (e.g., roadway easements).

Provide copies of available maps/plats depicting buildings, improvements, utility lines, sidewalks, etc.

***Personal Property***

Is there Personal Property located on/in the property that requires disposal separate and apart from disposal of the excess real property? [ ] Yes [ ] No

If yes, has the reporting landholding agency’s Personal Property coordinator taken inventory of the property to be disposed of? [ ] Yes [ ] No

1. **How Government Acquired Title:**

[ ]  Title was acquired by deed. Provide a copy of the recorded document and any other title documentation acquired at time of acquisition by Government.

[ ]  Title was acquired by condemnation. Provide a copy of the recorded Declaration of Taking and any pertinent title documentation acquired at the time of taking.

[ ]  Property was set-aside for public purposes. Provide a copy of the Executive Order, legislation or other pertinent act.

[ ]  Land was withdrawn from the public domain (*see 43 C.F.R 2374*.*)* Provide a copy of reporting landholding agency’s Intent to Relinquish, the Bureau of Land Management’s (BLM) Revocation of Withdrawal, and BLM’s letter that the land is not suitable for return to the public domain and should be reported as excess. Include BLM determination whether the minerals will also be reported excess and if any other Federal agency or other party claims any jurisdiction (use) over the withdrawn land.

[ ]  Property was acquired by Federal transfer. Attach a letter of transfer; document transferring custody and accountability and original acquisition documents.

[ ]  Other. If the property was acquired by other than the above (including leasehold or license), provide an explanation and pertinent documentation.

Describe here or name attachment:

1. **Exceptions to Title Acquired:** *(applies to excess area only)*

[ ]  There are none. [ ]  There are exceptions to title acquired.

State all exceptions, reservations, conditions, and restrictions and attach legible copies of all such easements, permits, licenses, and encumbrances. The areas should be reflected on the drawing. Include any documentation addressing clouds on title, legal opinions, reversionary clauses, and reservations of minerals or water rights.

Describe here or name attachment:

1. **Actions That Occurred After Acquisition by the Government That Have or May Have Affected Title:**

[ ]  There were no actions occurring after acquisition of title by the Government that affect right, title or interest in the excess property.

[ ]  The following actions occurred which may have affected the Government’s title interest in the property. List all easements, permits, licenses or other encumbrances granted and provide copies of the documents. Show applicable areas on drawing. If applicable, identify on a map, areas where surrounding land development and/or land use has encroached or appears to have encroached upon the Government’s use or ownership of the property interest being excessed.

Provide copies of any existing easements, leases, permits or licenses to other parties, which are being reported with the property.

Provide any easements or reservations the reporting agency is creating or retaining (if not recorded) over the excess area - including legal descriptions, if applicable – for rights such as continued access and/or utilities; land use controls for environmental protections and land use restrictions, etc.

Describe here or name attachment:

1. **Jurisdiction:**

Civil and criminal jurisdiction over the excess area is:

[ ]  Exclusive [ ]  Proprietorial [ ]  Partial [ ]  Concurrent

Contact your agency legal counsel or the local GSA real property utilization and disposal office for assistance, if needed.

1. **Screening of Property:**

[ ]  This property has been screened against the known needs of the reporting landholding agency (Departmental level) and has been determined excess.

For Department of Defense properties only:

[ ]  This property has been screened against the known needs of the Department of Defense.

[ ]  The provisions of 10 U.S.C. 2662 (Title 10) have been met.

[ ]  The reported property is not subject to the provisions of 10 U.S.C. 2662 (Title 10).

1. **Protection and Maintenance (P&M):**

[ ]  Attach a breakdown of the planned or current P&M costs of grounds maintenance, fire protection, and security for the excess property during disposal.

1. **Continued Federal Occupancy:**

Continued occupancy of the property is required by the reporting landholding agency after the date the property is reported excess.

[ ]  Yes / [ ]  No

If Yes, in the event that GSA determines that the property will be assigned for conveyance under the McKinney-Vento Homeless Assistance Act, will the property be vacant within 24 months?

[ ]  Yes / [ ]  No

**NOTE:** *Certification of capacity to vacate within 24 months of the Report of Excess is required if GSA determines that a McKinney-Vento Homeless Assistance Act conveyance will occur. Properties that clear the McKinney-Vento process may remain occupied by the reporting landholding agency for longer than 24 months, subject to a lease agreement effective on the date of conveyance by the Government.*

If Yes, the reporting landholding agency is required to provide the lease terms necessary to secure such continued federal occupancy included with any Report of Excess. Are these terms of lease available?

 [ ]  Yes / [ ]  No

1. **Homeless Suitability:**

**NOTE:** *GSA will prepare and submit, as applicable, a checklist to HUD as a part of the disposal process, pursuant to statutory requirements. Please complete the information below to indicate if the reporting landholding agency previously submitted a checklist to HUD under the reporting landholding agency’s protocol. This is not a requirement to submit the Report of Excess to GSA.*

[ ] A homeless checklist has been sent to the Department of Housing and Urban Development (HUD) for suitability determination.

[ ]  Yes / [ ]  No

If yes, please indicate whether the property was determined:

[ ]  **suitable** / [ ]  **unsuitable** for homeless use.
A copy of HUD’s determination is attached.

1. **Proximity to Airport Runway or Military Airfield Clear Zone:**

[ ]  The property is located within an airport runway clear zone or military airfield clear zone. Provide the name of the airport or military airfield and location(s).

[ ]  The property is not located within an airport runway clear zone or military airfield clear zone.

[ ]  Unknown

1. **Public Body Interest:**

[ ]  There has been interest from public bodies in acquiring all or a portion of the excess property. List public body interest:

[ ]  There has not been interest from public bodies in acquiring all or a portion of the excess property.

Please also include information regarding Congressional and/or other community interests in the disposal or future reuse of property.

1. **Cost Savings:**

**Cost savings** includes the elimination or reduction of owned and otherwise managed annual operating and maintenance costs, which consists of the following: recurring maintenance and repair costs; utilities (includes plant operation and purchase of energy); cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycling operations); roads/grounds expenses (includes grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields).

Estimated annual operating costs $

If available, describe the major components of that estimate:

**NOTE:** *The reporting landholding agency may refer to its previous year’s Federal Real Property Profile (FRPP) submission.*

1. **Cost Avoidance:**

**Cost avoidance** includes the elimination of future expected costs for capital investment repair needs, which is the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency, or capability. Capital repair needs are larger expenditures in property operations that address major repairs or replacements; i.e. elevator, HVAC, electrical, structural/roof, plumbing, and fire and life safety.

Estimate your deferred cost: $

 If available, describe the major components of that estimate:

**NOTE:** *The reporting landholding agency may refer to its previous year’s FRPP submission. If the subject property is unimproved, “N/A” may be stated as appropriate.*

1. **Assessor’s Parcel Number or Property Tax Account Number(s):**

[ ]  Yes, the local jurisdiction has assigned a tax number for the property. The tax number for the property is: # \_\_\_\_\_\_

If Yes, provide the local jurisdiction’s assessed value for the subject property: $ \_\_\_\_\_\_

[ ]  No, the local jurisdiction has not assigned a tax number for the property.

[ ]  Unknown

1. **National Park or Indian Reservation:**

[ ]  The property is not located within the boundaries of a National Park or Indian Reservation.

[ ]  The property is within a National Park. Known as:

[ ]  The property is located within the boundaries of a Federally-recognized Indian Reservation. The name of the reservation is:

Provide evidence of tribe’s Federal recognition and map of the Reservation boundaries.

1. **National Forest or Wildlife Refuge:**

[ ]  The property is not within or adjacent to the boundaries of a National Forest or Wildlife Refuge.

[ ]  The property is within or adjacent to the boundaries of a National Forest or Wildlife Refuge known as:

Provide copies of maps and laws establishing National Parks or Wildlife Refuges for excess properties located within or adjacent to boundaries of such designated areas.

1. **NEPA Compliance:**

[ ]  Yes, the reporting landholding agency has complied with the National Environmental Policy Act (NEPA).

[ ]  No, If not currently in compliance, indicate when the reporting landholding agency will be in compliance:

**NOTE:** *The NEPA Federal action for the reporting agency is the reporting of the property excess to GSA and not the disposal of the property.*

1. **Historic, Archeological and Cultural Resources:**

***Historic, Archeological and Cultural Resources located on the Subject Property:***

[ ]  The property and related personal property or fixtures has no known historic, architectural, archeological or cultural significance and is not listed, eligible for listing, or in proximity to any property that is listed on the National Register of Historic Places.

This would include sacred or cultural items identified pursuant to the American Graves Protection and Repatriation Act (25 U.S.C. 3003(d)) and Executive Order 13007 Indian Sacred Sites.

[ ]  No effort by the public to have this property listed has come to the attention of the reporting landholding agency.

[ ]  This property and related personal property or fixtures has historic, architectural, archeological or cultural significance and is listed, eligible for listing, or in proximity to a property listed on the National Register of Historic Places.

If the property is historic or has historic fixtures or related personal property, etc., provide specifics. If applicable, provide copies of the nomination form, eligibility determination, archeological surveys, any memorandum of agreement, listing in the Federal Register, and correspondence from the Advisory Council on Historic Preservation, the State Historic Preservation Officer, historic societies or tribal representatives. Provide any information available regarding any effort by the public to have the property so listed.

Describe here or list attachment(s)

***Fine Arts located on the Subject Property:***

[ ]  The property being reported excess does not contain historic and/ or non-historic fine arts (e.g., murals, paintings, sculptures, and decorative architectural features)

[ ]  The property being reported excess does contain historic and/ or non-historic fine arts (e.g., murals, paintings, sculptures, and decorative architectural features)

NOTE: *If the property contains fine arts, please provide a complete listing of the artwork and its location.*

Describe here or list attachment(s):

***Historic, Archeological and Cultural Resources within Proximity of the Subject Property:***

The property is located within, or adjacent to, a designated Historic District listed on the National Register of Historic Places:

[ ]  No

[ ]  Unknown

[ ]  Yes. If yes, please describe.

The property is located within proximity of other significant archaeological, cultural or historic resource(s):

[ ]  No

[ ]  Unknown

[ ]  Yes. If yes, please describe.

NOTE: *Section 110 of the National Historic Preservation Act requires Federal landholding agencies to preserve and document historic and cultural resources. This includes the responsibility for determining whether resources are eligible for the National Register of Historic Places. When property is reported excess to GSA, Section 106 Consultation for the disposal undertaking is the responsibility of GSA and not the reporting landholding agency.*

*GSA recommends the participation of the reporting landholding agency’s designated preservation expert when completing all questions above on historic, archaeological and cultural resources.*

1. **Endangered Species and Biological Resources:**

This property contains Federal or State endangered, threatened or candidate species and/or Federally-designated or candidate critical habitat.

**[ ]** Federal **[ ]** State  **[ ]** No  **[ ]** Unknown

Provide information, studies, assessments, which characterize any known endangered species (plants and/or animals), which reside (and/or migrate) on the property. Indicate results of (if) any consultations with the US Fish and Wildlife Service (FWS). List FWS personnel contacted.

Describe here or list attachment(s):

1. **Floodplains:**

[ ] This property is not located in an identified floodplain and is not subject to flood hazards or flooding. This statement is based on a search of reporting landholding agency records and/or consultation with the Federal Emergency Management Agency (FEMA).

[ ]  This property is located in a floodway.

[ ]  This property is located in a 100-year floodplain.

[ ]  This property is located in a 500-year floodplain.

 Provide detailed information about any known flood hazards and a list of citations for all flood-related restrictions on land use under Federal, state, and local regulations as required in Executive Order 11988.

1. **Wetlands and Vernal Pools:**

***Wetlands:***

This property is not located in an identified wetland. This statement is based on a search of reporting landholding agency records and/or consultation with the Army Corps of Engineers and/or the National Wetland Inventory.

[ ] Yes [ ] No[ ] Unknown

Provide detailed information about any known wetlands, including any existing delineations and a listing of citations to relevant requirements under applicable Federal, state, or local regulations.

***Vernal Pools:***

**Vernal Pools** are “naturally occurring, temporary to semi-permanent pools occurring in shallow depressions in forested landscapes. Vernal pools provide the primary breeding habitat for wood frogs, blue-spotted and spotted salamanders, and fairy shrimp and provide habitat for other wildlife including several endangered and threatened species." Source: University of Maine: Of Pools and Peoples (<http://www.vernalpools.me/>)

There are vernal pools known to exist on the property.

**[ ]** Yes  **[ ]** No **[ ]** Unknown

Provide available information about any known vernal pools on the property.

1. **Wild and Scenic River:**

The property is located adjacent to a Wild and Scenic River.

**[ ]** Yes  **[ ]** No **[ ]** Unknown

If the property is located adjacent to a Wild and Scenic River, provide documentation placing the river in the Wild and Scenic River category.

1. **Coastal Zone Management:**

The property is in a coastal zone or affected by a coastal zone management plan.

**[ ]** Yes  **[ ]** No **[ ]** Unknown

Include all available information.

1. **Coastal Barriers Resource Act (CBRA):**

The property or a portion of the property is located in an Otherwise Protected Area or within the Coastal Barriers Resource System as defined by the U.S. Fish and Wildlife Service [https:/fws.gov/CBRA/](https://fws.gov/CBRA/)

**[ ]** Yes **[ ]** No **[ ]** Unknown

If yes, include all available information.

1. **Hazardous Substance Activity Certification:**

**Hazardous Substance Activity** includes: (1) the known release of hazardous substances in quantities equal to or greater than the reportable quantity found in 40 CFR 302.4; (2) the disposal of a hazardous substance at the subject facility; or (3) the storage for one year or more of a hazardous substance in quantities of 1000 kilograms or more, or the reportable quantity found in 40 CFR 302.4, whichever is greater. Hazardous substance activity includes storage in quantities greater than or equal to one kilogram if the substances are listed under 40 CFR 261.30 as acutely hazardous substances.

**Must check either statement (A) or (B) below:**

A. [ ]  The reporting agency has determined, based upon a complete search of agency files, that there is no evidence to indicate that hazardous substance activity took place on the property during or prior to federal ownership. Therefore, all remedial action necessary to protect human health and the environment with respect to any such substance remaining on the property has been taken prior to the report of excess.

B. [ ]  Hazardous substance activity occurred on the property. Based upon a complete search of agency files, the attached documents provide the following information:

1. the type and quantity in kilograms and pounds;
2. the dates that such storage, release or disposal took place;

 *(and the following information if applicable)*

1. the Chemical Abstracts Services Registry Number (CASRN);
2. the regulatory synonym; and
3. the RCRA hazardous waste number (40 CFR 261.30).

**If (B) was checked above, you must check either (C) or (D) below:**

C. [ ]  All remedial action necessary to protect human health and the environment with respect to any such substance remaining on the property has been taken prior to the report of excess. Provide copies of all reports on the cleanup.[[1]](#footnote-1) (**Please note: this requirement is met if EPA has concurred in writing that an installed remedial design is “operating properly and successfully.”** Please provide a copy of EPA’s concurrence.)

If (C) will be satisfied through the use of a land use control (either an engineering control or an institutional control), please describe:

(C) above can be checked if GSA’s inclusion of a specific institutional control in the conveyance documents will satisfy the reporting landholding agency’s assertion that all remedial action necessary to protect human health and the environment with respect to any such substance remaining on the property has been taken. Please attach any proposed language for inclusion in the conveyance documents. Please also attach copies of concurrence, if any, from the applicable regulatory agency on the use of a land use control as part or all of the remedy.

D. [ ]  Remedial action has not yet been taken or completed, but remediation will be completed by (date). Remedial action has not been completed because . Attach additional pages if necessary to describe why remedial action has not yet occurred.

***National Priorities List:***

The property or a portion thereof [ ] **is /[ ]  is not**proposed for or listed on the National Priorities List of Superfund sites.

Please provide copies of all environmental reports, correspondence with regulators and other documents related to the environmental condition of the property. If the reporting landholding agency conducts environmental investigations as part of the excessing process, GSA requests use of the ASTM standards for Phase I and Phase II environmental site assessments. If applicable, advise if the property is contemplated for conveyance with the Section 120(h)(3)(C) Early Transfer provisions of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), which allows for deferral of the covenant until after transfer.

1. **Vapor Intrusion:**

**Vapor intrusion** refers to the migration of hazardous vapors from a subsurface vapor source, such as contaminated soil or groundwater, into a structure. Volatile chemicals may include but are not limited to:

* chlorinated solvents such as perchlorethylene (PCE), trichloroethylene (TCE), vinyl chloride (VC), trichloroethane (TCA) and carbon tetrachloride;
* non-chlorinated substances such as benzene, toluene, ethylbenzene and xylene (BTEX), all four of which are frequently found as part of a number of petroleum products;
* semi-volatile organic compounds (SVOCs), such as anthracene, pyrene and naphthalene;
* inorganic substances, such as elemental mercury, radon, and hydrogen sulfide;
* petroleum products such as oil, gasoline, diesel fuel; and
* certain pesticides.

For the complete list, see EPA’s website at <https://www.epa.gov/vaporintrusion>.

Volatile contaminants are present in the soil or groundwater.

[ ] Yes [ ]  No [ ]  Unknown

If there is an already known vapor intrusion issue, please describe any vapor intrusion hazards, any mitigation measures, or cleanup taken to date.

1. **Pesticides:**

Pesticides (including herbicides, fungicides, and rodenticides) have been applied in the management of the property.

[ ]  No

[ ]  Unknown

[ ]  Yes, they have been applied properly, in accordance with the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA -- 7 U.S.C. Sec. 136, et seq.), its implementing regulations, and the instructions provided with such substances.

[ ]  Yes, they have been applied. However, it is known that there has been misapplication of the pesticides, including a spill or a leak. Improper application of pesticides that qualified as a release of hazardous substances is further documented with the *Hazardous Substances Activity Certification,* part 26 (above) of this checklist.

**NOTE:** *While different pesticides are in fact classified as hazardous substances, pesticides that are properly applied in accordance with the FIFRA, its implementing regulations and the instructions provided with such substances, do not constitute a release under CERCLA.* *In requesting this information about pesticides, GSA does not expect the reporting landholding agency to complete any additional environmental studies. GSA simply requests whatever information may be in the real property files regarding the past application of pesticides on the property.*

1. **RCRA Permits and Landfills:**

The excess property has [ ]  or has not had [ ]  any current or past RCRA permits associated with it for the treatment, storage, or disposal of hazardous waste. *If this first box is checked, describe the type of RCRA-regulated hazardous waste for which the permit was issued and the role of the excess property as a hazardous waste generator or transporter. Also, advise GSA if any current RCRA hazardous waste permits must be maintained after the excess property is transferred or conveyed.*

The excess property is [ ] or is not [ ]  the site of an ongoing or past RCRA corrective action project or an ongoing RCRA facility assessment, facility investigation, or corrective measures study. *If the excess property is the site of an ongoing or past RCRA corrective action or a related assessment, investigation or study, provide information to GSA on the current status of these efforts and any long-term monitoring responsibilities or land use controls associated with them.*

The excess property has [ ]  or does not have [ ]  any operating or closed landfills that are subject to a RCRA permit. *If there are any RCRA-permitted landfills on the property, provide information to GSA on any ongoing landfill maintenance or monitoring requirements or land use controls associated with these sites.*

**NOTE:** *RCRA-based permits and cleanup actions for hazardous waste and landfills are administered under a different regulatory scheme than remedial actions performed under CERCLA. In some cases, entities acquiring excess or surplus federal property may be required to assume the landholding agency’s obligations under an existing RCRA permit. In other cases, regulators may require the landholding agency to retain maintenance responsibility for a landfill site after the site is transferred to a new owner. Landholding agencies should be prepared to discuss these issues with GSA.*

1. **Underground Storage Tanks:**

An **underground storage tank (UST)** is defined by the U.S. Environmental Protection Agency (EPA) as: "…a tank and any underground piping connected to the tank that has at least 10 percent of its combined volume underground." Federal UST regulations apply only to underground tanks and piping storing either petroleum or certain hazardous substances*.*

[ ] There are not and have not been any USTs located on the property.

[ ]  There are or have been USTs located on the property. Include a completed EPA Form 7530-1 (Notification of UST) or a form containing this information to include: the number of USTs; their location; capacity; whether the USTs are in use; past and/or current substances stored; date upgraded (if applicable); date out of service (if applicable). Attach any correspondence with regulatory agencies pertaining to USTs as well as any additional studies related to USTs and any UST closure reports.

The USTs [ ] **have**/ [ ] **have not** been maintained and are currently in compliance, or will be as of the date of transfer with EPA UST provisions codified at 40 CFR Part 280 and other applicable laws.

**NOTE:** *As of December 22, 1998, all USTs must be removed, closed or upgraded to applicable standards for the following: spill protection, overfill protection, and corrosion protection. Information on USTs is available from the EPA at* <http://www.epa.gov/OUST>**.**

1. **Small Arms Firing Ranges and Munitions Training Areas:**

***Small Arms Firing Ranges***

[ ]  The property does not contain either an indoor small arms firing range or an outdoor small arms firing range.

[ ]  The property contains an indoor small arms firing range and/or an outdoor small arms firing range.

If the property contains a small arms firing range, please describe on a separate page the location of the range and describe the range’s current activity level (i.e., how often it is used). Please provide the firing range management plan, if available. Please also describe any closure or cleanup activities previously executed or planned, and please include any applicable correspondence with the appropriate regulatory agency or agencies. List any restrictions on use.

***Munitions Training Areas***

[ ]  The property was not used for munitions training or any other activity in which ordnance or explosives were used.

[ ]  The property was used for munitions training or another activity in which ordnance or explosives were used.

If the property was used for munitions training or another activity in which ordnance or explosives were used, please identify on a separate page any known or suspected Munitions and Explosives of Concern (MEC) on the property. Please explain the extent of decontamination accomplished or plans for decontamination or further decontamination. Please include any applicable correspondence with the appropriate regulatory agency or agencies. List any restrictions on use.

1. **Asbestos:**

The below statements shall be made based on information that is reasonably available or ascertainable from agency files, personnel, and other inquiry.

[ ]  The property has no known asbestos-containing material (ACM).

[ ]  The property has asbestos-containing materials.

If there is ACM, provide description, type, location and condition of ACM incorporated in the construction, repair or alteration of any improvements on the property and a description of any asbestos control methods taken. In the event a cost/time estimate to remove the ACM is available, include this information. Provide this information on a separate page.

1. **Polychlorinated Biphenyls (PCBs):**

Prior to completing this section, review regulations issued by EPA under 40 CFR 761.

[ ]  There are no known PCBs on or associated with the excess property.

[ ]  There are known PCBs on the property. An inventory and description of protective action taken is attached. The reporting landholding agency certifies that it is, and will continue to be, up to the time of disposal, in compliance with 40 CFR 761.

1. **Lead Based Paint (LBP):**

Any building constructed or rehabilitated prior to 1978 is assumed to contain LBP.

[ ]  The improvements have been constructed after 1978 and are assumed free from LBP.

[ ]  The improvements were constructed prior to 1978 but have not been tested for LBP.

[ ]  The improvement(s) were constructed before 1960

[ ]  The improvement(s) were constructed between 1960 and 1978

Complete only for pre-1978 structures:

[ ]  Testing indicated that LBP exists in some or all of the improvements.\*

[ ]  Remedial action has been taken for removal of LBP.\*

Does target housing exist on the property?
[ ]  Yes [ ]  No

If yes, have a risk assessment and paint inspection been completed?
[ ]  Yes [ ]  No

Have lead-based paint hazards been abated?
[ ]  Yes [ ]  No

**NOTE**: *The landholding agency is responsible for completing a lead-based paint risk assessment and paint inspection for residential structures (target housing) constructed prior to 1978. The landholding agency is also responsible for abating lead-based paint hazards in pre-1960 residential structures, though this requirement may be passed on to the purchaser. If abatement is completed, please provide method of testing, description of remediation and any certification received upon completion of work on a separate page and copies of all studies. If the risk assessment and paint inspection have not been completed, please provide proposed schedule for completion. Additional information on lead-based paint is available from HUD at* <http://www.hud.gov/offices/lead/index.cfm>

Describe here or list attachment(s)

1. **Mold:**

Indoor mold hazards are known to exist within a building or buildings on the property being reported excess.

[ ]  No

[ ]  Unknown

[ ]  Yes, there is a known mold hazard or hazards within a building or buildings on the property. If yes, please describe any mold hazards found and any mold abatement measures that have been taken to date.

**NOTE:** *In requesting this information about mold, GSA does not expect the reporting landholding agency to complete any additional environmental studies. GSA simply requests whatever information may be in the real property files or otherwise available about the presence of mold or any mold hazards.*

1. **Radon:**

Radon hazards are known to exist within a building or buildings on the property being reported excess.

[ ]  No

[ ]  Unknown

[ ]  Yes, it is known that a radon hazard (i.e., at or above 4 pCi/L) exists within a building or buildings on the property. If yes, please describe any radon hazards found and any radon mitigation or abatement measures taken to date.

**NOTE:** *In requesting this information about radon, GSA does not expect the reporting landholding agency to complete any additional environmental studies. Landholding agencies were required to test their buildings for radon in 1989 pursuant to§2669 of the Indoor Radon Abatement Act of 1988 (15 USC §2661, et seq.) and therefore may have information related to radon in their possession. GSA simply requests whatever information may be in the real property files regarding any previously-identified radon hazards.*

1. **Additional Environmental Information:**

Provide additional pertinent environmental information/documentation such as but not limited to conservation easements, habitat conservation agreements, NPDES/SPDES discharge permits, storm water permits, water rights, air quality permits, LEED certifications, and/or eligible renewable energy credits.

1. **Other Pertinent Information:**

1. **Checklist Preparer/Agency Point of Contact:**

**By: Date:
(Signature)**

**Name: Telephone:
(Typed)**

**Title:**

**Agency:**

Exhibits

LEGAL DESCRIPTION AND OTHER RELATED PROPERTY INFORMATION

ENVIRONMENTAL INFORMATION, REPORTS AND REGULATORY CORRESPONDENCE

HISTORIC AND CULTURAL RESOURCES DOCUMENTATION AND REGULATORY CORRESPONDENCE

**REGIONAL REAL PROPERTY UTILIZATION AND DISPOSAL OFFICES**

### **Atlanta, GA (404) 331-5133**

Ms. Angela Risch, Director
Real Property Utilization and Disposal Division (4PZ)
General Services Administration
77 Forsyth Street, Suite 130
Atlanta, GA 30303

*For Alabama, Delaware, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, Pennsylvania, South Carolina, Tennessee, Virginia and West Virginia*

**Boston, MA (617) 565-5700**

Mr. John Kelly, Director
Real Property Utilization and Disposal Division (1PZ)
General Services Administration
10 Causeway Street, Room 925
Boston, MA 02222

*For Connecticut, Illinois, Indiana, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Ohio, Puerto Rico, Rhode Island, Vermont, Wisconsin and U. S. Virgin Islands*

**Fort Worth, TX (817) 978-2331**

Mr. Melvin Freeman, Director
Real Property Utilization and Disposal Division (7PZ)
819 Taylor Street, Room 11A30
Ft. Worth, TX 76102

*For Arkansas, Colorado, Iowa, Kansas, Louisiana, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah and Wyoming*

**National Capital Region (202) 205-2127**

Mr. Timothy Sheckler, Director
Real Property Utilization and Disposal Division (WPZ)
National Capital Region
301 7th. Street, SW. Room 7709
Washington, DC. 20407

*For Washington D.C. Metropolitan area including Northern Virginia and Maryland Suburbs*

**San Francisco, CA (888) GSA-LAND**

Mr. David Haase, Director
Real Property Utilization and Disposal Division (9PZ)
50 United Nations Plaza, Room 4345
San Francisco, CA 94102-3434

*For Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon and Washington*

1. Please note that reporting landholding agencies are obligated to return to the site and complete any additional remedial action found to be necessary by the applicable regulatory authority with regard to hazardous substance activity that took place on the property prior to the transfer. [↑](#footnote-ref-1)