

Instructions for Preparation of GSA-1334 Request for Transfer of Excess Real Property and Related Personal Property

GENERAL INSTRUCTIONS:

This form shall be used by agencies when requesting the transfer of excess real property and related personal property therein as defined by 41 CFR 102-75.20. The original and first three copies shall be filed with the regional office of GSA or the agency which notified the requesting agency that the property is available.

Blocks for Use of Agency Receiving Request:

Certain terms used in this block are explained as follows:

Acquisition Cost. Where the actual acquisition cost is known that cost, of course, will be used. If it is not known, an estimate will be substituted, therefore.

Appraised Fair Market Value. The appraised fair market value shall be obtained and set forth in this block in all cases, regardless of whether the property is to be transferred with or without reimbursement.

Reimbursement. The actual monetary amount of reimbursement to be required will be shown, whether it be zero, the full appraised fair market value of the property, or fifty percent of that sum.

Specific Instructions:

- Block 1 Enter the GSA Control Number as shown on the Notice of
- Block 2 Availability.
- Block 3 Enter the date the request is made.
- Block 4 Enter the name and address of the office of the agency to which the
- Block 5 request is being made.
- Block 6 Enter the name and address of the office of the agency transmitting
- Block 7 the request.
Enter the name and address of the requesting agency's
representative to be contacted for further information.
Enter the official title or name shown on the Notice of Availability
to identify the property and the street address, city, county, and
State for urban property, or the RFD address, county, and State for
rural property.

ITEM A - STRUCTURES.

Column (b). Enter the number of structures for office use online (1); for storage use online (2); and for other use online (3) and specify online (4) the intended use. Enter the total number of structures online (5).

Column (c). Enter the gross floor area (in terms of square feet) of the space for office use online (1); for storage use online (2); and for other use online (3). Enter the total gross floor area online (4).

ITEM B - LAND.

Column (b). Enter the Government fee owned land online (1); the Government-leased land online (2); and the land used by the Government under other rights of occupancy online (3) and specify

online (4) such rights of occupancy. Enter the total online (5). Indicate the unit of measure used. Attach a survey description of the land or a drawing showing its boundaries and location.

ITEM C - UTILITIES.

Enter a general description of the utilities and miscellaneous facilities, including facilities such as railroad trackage, docks, wash racks, and gasoline storage.

Block 8 - Enter a description of the nature of related personal property such as manufacturing equipment, maintenance equipment, and supplies.

Block 9 - Indicate by a check mark, in the appropriate square, whether funds are available for reimbursement for the transfer of this property.

Block 10 - Enter the signature and title of official of requesting agency authorized to make the application, and the date signed.

Block 11 - Enter the statement of justification for the transfer of the property requested.

This statement must include data with respect to all the factors set forth in 41 CFR 102-75.25. These data should be complete and fully documented as far as practicable. Generally, the following information will suffice as the basis for deciding as to whether the transfer will be in the best interest of the Government.

- a. Show compatibility of the proposed use with the authorized program.
 1. Explain the specific use to be made of the property and describe the program for which it is to be used. Indicate how the use to be made of the property is compatible with the authorized program in order to demonstrate that the proposed transfer does not establish a new unauthorized program, nor does it substantially increase the level of the requesting agency's existing program beyond that contemplated in the President's budget or by Congress.
 2. Cite the statutory authority on which the program is based and identify the title of the appropriation (or appropriations) which supports the activity that will benefit from the transfer of the property.
- b. Show that internal screening of agency property has not revealed any available, suitable property for the proposed use.
 1. Indicate the extent of the screening accomplished, including that property under permit or out lease.
 2. Name the specific alternate properties given consideration and discarded. State the reasons for rejection.
 3. Indicate any property revealed by such screening as excess to agency requirements. A report of excess should be processed covering any such property.
 4. Describe the property presently used for the activity and tenure of occupancy. If the property to be transferred will replace real property now

under agency control which is presently required for the activity, a report of excess of the property being replaced shall be a condition of the transfer.

c. State the extent to which all buildings, facilities and land are to be used. If less than the full parcel is needed, the request for transfer should be made for only the portion needed, unless it can be shown that the remaining part probably could not be sold or utilized by another agency.

d. Give an estimate of the acquisition cost of other suitable property and an estimate of the probable sale price if the property requested for transfer were to be put to its highest and best use. If such purchase price is substantially less than the probable sale price of the property proposed for transfer, explain why the purchase is not made instead of requesting the transfer.

e. State the economies to be affected in the form of actual or estimated annual recurring savings, if any, in rental, maintenance operation, or other current costs resulting from the transfer. Show that the transfer will prove more economical over a substantial period than the acquisition of a new facility specifically planned for the purpose. In demonstrating the economies to be affected, specific consideration should be given to the design, layout, geographic location, age, and state of repair of the real property proposed for transfer as well as the saving and current cost. Describe any other efficiencies in agency operation which will result from the transfer.

f. Advise whether the program to be served by the transferred property is scheduled for substantial curtailment or termination. In such instances, the property may be transferred on a conditional basis with the understanding that it will be released for further utilization or disposal as surplus property at a time agreed upon when the assignment is arranged.

g. State any other pertinent facts which the requesting agency may deem to be appropriate to justify the transfer.

h. In those instances where the agency proposes to obtain the transfer without reimbursement, the documents required under the provisions of 41 CFR 102-75.190.

i. Advise whether coordination has been had with State, regional, and local agencies to determine compatibility of the proposed use with their plans and programs in accordance with Executive Order 12372 which supersedes Part II of OMB Circular No. A-95, Revised, dated February 9, 1971, as amended.

When the requested property is listed or may be eligible for listing on the National Register of Historic Places, or is in the immediate vicinity of a property on the National Register, evaluate the effect on the historic character of the property of the proposed use of the property and any planned repair, rehabilitation, restoration, and maintenance work by applying the "Criteria for Effect" in

the Procedures for Compliance with section 106 of the NHPA of 1966, issued by the Advisory Council on Historic Preservation. If it is decided there is a beneficial effect or no effect, state the decision and basis. If it appears that there may be an adverse effect on the property, the agency requesting the transfer of the property shall be responsible for taking all action required under the procedures of the Advisory Council on Historic Preservation to mitigate the adverse effects. The agency shall record actions taken and their disposition and attach copies of appropriate documents.