

## BEFORE

### ***Excess Property Identification***

Federal property-holding agencies should survey their real property holdings annually to identify property which is not needed, is underutilized or is not being put to optimum use (E.O. 12512). Additionally, GSA coordinates utilization surveys with holding agencies. Its Survey2 program provides for *baselining* properties following an initial survey, *deferring* future surveys for properties whose uses have not changed and *scheduling* surveys for remaining properties on a cyclical basis. (The Survey2 Home Page may be accessed at <http://prod1.xservices.com/survey2/logon.asp>.)

### ***Excess Real Property Disposal***

Agencies authorize and request GSA to dispose of their excess property by submitting a Report of Excess Real and Related Personal Property (SF 118) to the GSA regional office in which the property is located. The location of GSA's offices, the reporting format and guidelines for preparing the Report of Excess may be found at GSA's Resource Center <http://rc.gsa.gov/resourcecenter>. The Report of Excess format is to assist the reporting agency in providing the necessary information, but is not mandatory. As long as the reporting agency provides certain basic information related to the property – i.e., title records, property description and environmental clearance – GSA can proceed. Other information such as historic and public domain status is also required. If desired, GSA representatives will assist the agency in identifying the appropriate information. Occasionally, some information necessary to complete disposition may be unavailable. GSA may conditionally accept such cases and work with the reporting agency to obtain information needed to complete disposition.



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## AFTER

### **How do I identify properties as excess?**

Survey your real property holdings annually to identify property you

- don't need.
- use too little.
- don't use for the best purpose (Executive Order 12512).

We coordinate with you under our Survey2 program to

- baseline properties after an initial survey.
- defer future surveys for properties whose uses haven't changed.
- schedule periodic surveys for remaining properties.

You can see the Survey2 Home Page at

<http://prod1.xservices.com/survey2/logon.asp>.

### **How do I tell GSA I need to dispose of excess real property?**

Authorize and ask us to dispose of your excess property by sending a Report of Excess Real and Related Personal Property (SF 118) to our regional office for that location. See our Resource Center at <http://rc.gsa.gov/resourcecenter> for locations of our offices, the reporting format, and guidelines for preparing this report.

Our format will help you give us the information we need. You don't have to use it, but make sure you include in your report at least four things:

- title records.
- a property description.
- environmental clearance.
- whether your property is historic and or in the public domain.

A realty specialist from Property Disposal can help you select information to include. If some information we need isn't available, we may still conditionally accept your report and work with you to get the information.



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