



RPMD FRPM PROPERTY CHANGE REQUEST FORM (For Commercially Leased/Agreements and Owned Property)

Additions, Deletions, and Changes

Property Name: _____

Property ID: _____

Real Estate Office: (Norfolk, Kansas City, Boulder or Seattle): _____

Realty Specialist: _____

(NOTE: Please see Realty Specialist regarding confirmation of documentation highlighted in yellow)

1. What type of property is this request for?

- Building
- Land
- Structure

2. What is the ownership type?

- Commercially Leased (incl. Permits & MOUs)
- Owned
- GSA Controlled Space

3. What type of action is being requested?

- Addition (**Complete Space Request Form and See Attachment A**)
- Deletion (**See Attachment B**)
- Space Change (**See Attachment C**)



Attachment A: Required Documentation for **ADDING** New Facilities.

Leased/Other Agreements (MOUs, MOAs)

- Official Government Lease Agreement
- Supplemental Lease Agreement

Purchase

- Deed for land
- Beneficial Occupancy Date (example: Move In Date, Acceptance Date)
- Final Invoices or other documentation of acceptance

Construction

- Construction Work-in-Progress Form NF 37-6 (Completed & Signed)
- CWIP File Documentation

Declaration of Taking

- Settlement document

Donation, Devise or Judicial Process

- GSA Form 216
- Memo clarifying which documents are the bases for the date of acquisition and the acquisition cost and why they are the most reliable.
- Appraisal
- Title Insurance Valuation (in lieu of appraisal)
- Notification from donor stating waiver of appraisal (Mandatory In lieu of an appraisal)

Transfer of Real Property from another Federal Entity

- GSA Form SF118
- Letter or Memorandum of transfer identifying the transferor and transfer date
- Documentation of net book value (NBV) reflected in transferor's books
- Documentation of fair market value (FMV) (in lieu of cost information from transferor.
- Memorandum to file clarifying justification of any changes to useful life assignment by NOAA at time of transfer



Attachment B: Required Documentation for DELETING a Facility Space Vacancy for Leased Property

- Notification from vacating office stating when the property has/will cease from use.
- GSA Controlled Space
 - GSA Termination Letter
 - GSA OA Request Form (Accessed via RPMD Web page)

Space Vacancy or Disposal/Excess of Owned Property

- Draft NOAA Real Property Management Division Services, **Disposal Processing Form**
- Notification from vacating office stating when the property has/will cease from use to include certification that property should be disposed.
- Form 118 "Report of Excess Property" (required for property scheduled to be excessed to GSA)

Attachment C: Required Information/Documentation for SPACE CHANGES

Name Change

- Owned – Notification from Official NCR Line Office Rep.
- Leased – Notification from Official NCR Line Office Rep.

Address

- Owned – Deed or other official documentation from local government confirming property address per local jurisdiction
- Leased – Documentation such as: Lease, License, Permits, Agreements (Cooperative, MOUs, MOAs) or local jurisdiction documentation.

Portfolio Type (i.e. Land, Building, Structure)

- Owned – Deed or Occupancy related documentation indicating property type
- Leased – Documentation such as: Lease, License, Permits or Agreements (Cooperative Agreements, MOUs, MOAs)



Ownership Type

- Owned or Leased – Official Acquisition documentation (see above for list for adding new facilities)

Primary Occupant *(includes secondary occupant changes between LOs)*

- Owned or Leased – Official Acquisition documentation stating occupant (see above for list for adding new facilities)

Date Acquired

- Owned – Official Acquisition documentation stating Acquisition Date (see above for list for adding new facilities)
- Leased (n/a)

Acquisition Cost

- Owned – Official Acquisition documentation stating Acquisition Cost (see above for list)
- Leased (n/a)

Required Information/Documentation for **SPACE CHANGES**

Gross/Occupiable Square Feet

- Owned Property– Memorandum of Notification from Official NCR Line Office representative stating square feet change. *(For auditing purposes, the Line Office will assume full accountability for incorrect information submitted)*
- Leased Property– Documentation such as: Lease, License, Permits or Agreements (Cooperative Agreements, MOUs, MOAs)

Acres

- Owned/Leased (n/a) – Memorandum of Notification from official NCR Line Office representative stating Acreage change. *(For auditing purposes, the Line Office will assume full accountability for incorrect information submitted)*



Annual Rent

- Leased – Documentation such as: Lease, License, Permits or Agreements (Cooperative Agreements, MOUs, MOAs)
- Owned (n/a)

DRAFT



REQUESTOR'S NAME: HEADQUARTER'S LINE OFFICE CONTACT:

E-MAIL:

PHONE NO:

REGIONAL FACILITY CONTACT:

E-MAIL:

PHONE NO:

CERTIFICATION OF CHANGE & DOCUMENTATION

I have reviewed the information contained in and accompanied with (if applicable) this request. I certify that the information is valid and correct.

Signature & Date of Certifying Line Office Representative:

Name

Date

PLEASE SUBMIT YOUR REQUEST TO:

VIA E-Mail: RPMD.FRPM@noaa.gov, or

National Capital Region
DOC/NOAA/CAO/REAL PROPERTY MANAGEMENT DIVISION
ATTENTION: 1305 EAST WEST HIGHWAY, BLDG SSMC4, ROOM
5341 SILVER SPRING, MD 20910-3281