

# How to Report Real Property Excess



**USDA Water Conservation Laboratory**

Phoenix, AZ

Landholding Agency: USDA - Agricultural Research Service (ARS)



**Missoula Fireweather Site**

Missoula, MT

Landholding Agency: GSA, 7PZ (reverter)



**Prospect Island**

Prospect Island, CA

Landholding Agency: Bureau of Reclamation  
Interior (BOR)

# Module 2 Learning Objectives



Content	Learning Objectives
An Overview of Reporting Property Excess	<ul style="list-style-type: none"><li>▶ Identify the benefits of reporting excess property.</li></ul>
The GSA Report of Excess Package	<ul style="list-style-type: none"><li>▶ Review key information included in GSA's Report of Excess (ROE).</li></ul>
	<ul style="list-style-type: none"><li>▶ Learn how to complete and submit GSA's ROE.</li></ul>
The ROE Portal: An Electronic Alternative	<ul style="list-style-type: none"><li>▶ Learn an overview of ROE Portal and how to find more information.</li></ul>

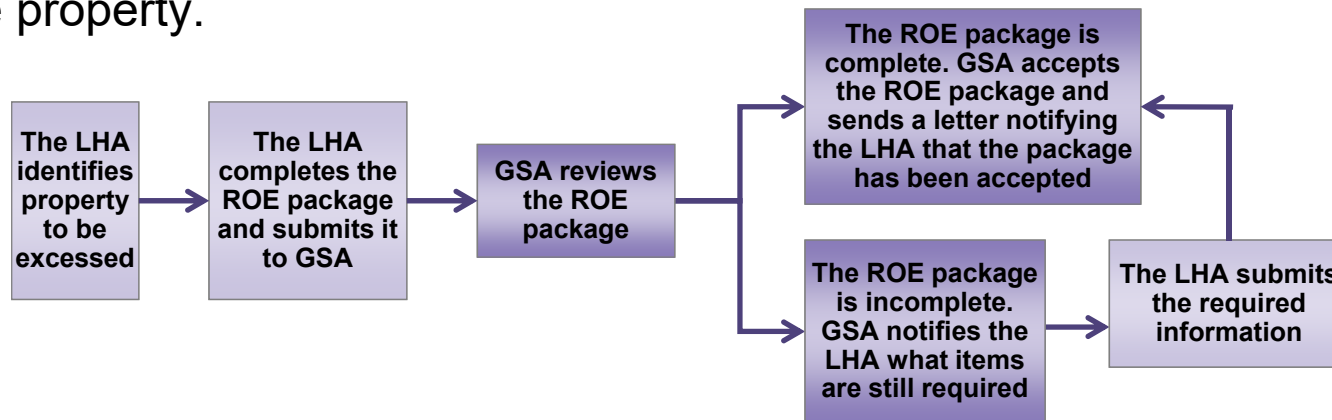
# **An Overview of Reporting Real Property Excess**

# Why Report Real Property Excess?

- ▶ Property is no longer mission critical
- ▶ “Right Size” the portfolio through asset management
- ▶ Cost savings on security, operation and maintenance costs
- ▶ Cost avoidance on capital reinvestments for major repairs and replacements.
- ▶ Meet Executive Order 13327 and OMB Memo guidelines to freeze/reduce the footprint, such as consolidate/co-locate.
- ▶ Disposing of property provides an offset to allow for new space.
- ▶ Increase space utilization by instituting new space saving office configurations, such as teleworking and hoteling.
- ▶ Contribute to socio-economic programs through PBCs

# What are the legal requirements that direct a Landholding Agency (LHA) to complete the Report of Excess (ROE)?

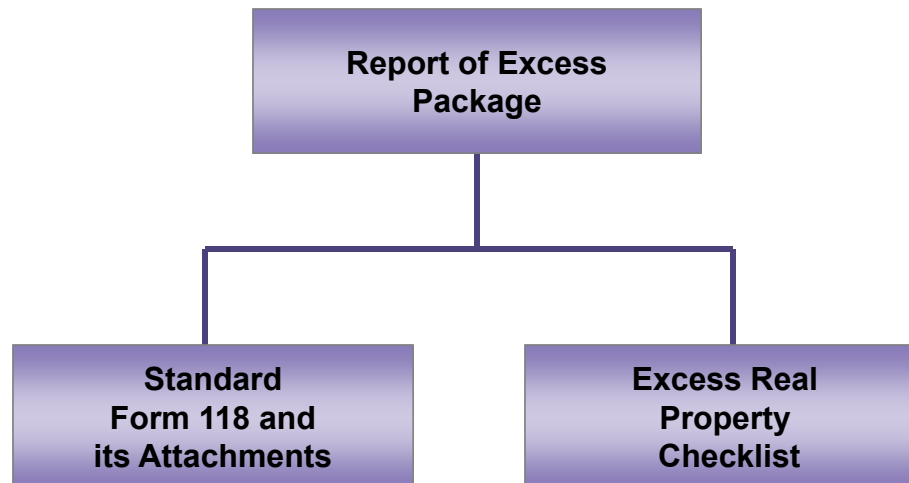
- ▶ In accordance with the 40 USC, Chapter 5, Federal agencies must prepare the Report of Excess when disposing of an excess property.
- ▶ In addition, wherever any Government-owned land is reported excess, the LHA must also prepare a title report documenting the Government's title to the property.



*These requirements are only for those properties that will be disposed under 40 USC, Chapter 5.*

# What is the ROE?

- ▶ The ROE is a package of information completed by a LHA and submitted to GSA, when the LHA is reporting the property excess.



# How does the LHA submit the ROE?

- ▶ LHAs may submit the ROE in one of two ways:
  1. Submit the ROE via hard copy to the corresponding GSA Regional Office (based on the property's location).
  2. Complete the ROE electronically, via the Report of Excess Portal.

# The GSA Report of Excess Package



# What does the ROE package consist of?

- ▶ Standard Form (SF) 118
  - Standard Form 118A – Building, Structures, Utilities, and Miscellaneous Facilities
  - Standard Form 118B – Land
  - Standard Form 118C – Related Personnel Property
  
- ▶ Excess Real Property (ERP) Checklist
  - Title documentation
  - Legal description of the property
  - Environmental documentation
  - Photos and maps

# What information is required by the Standard Form 118?

- ▶ The Standard Form 118 requires information on the property to be disposed including:
  - Holding Agency Contact Information
  - Property Identification and Location
  - GSA Representative Contact Information
  - General information from SF 118A, 118B, and 118C
  - Disposition of proceeds
  - Type of construction
  - Holding agency use
  - Possible uses
  - Names of interested parties

REPORT OF EXCESS REAL PROPERTY						1. HOLDING AGENCY NO.		DATE RECEIVED (GSA use only)	
						2. DATE OF REPORT		GSA CONTROL NO. (GSA use only)	
3. TO (Furnish address of GSA regional offices) General Services Administration						4. FROM (Name and address of holding agency)			
5. NAME AND ADDRESS OF REPRESENTATIVE TO BE CONTACTED						6. NAME AND ADDRESS OF CUSTODIAN			
7. PROPERTY IDENTIFICATION						8. PROPERTY ADDRESS (Give full location)			
9. SPACE DATA						10. LAND			
USE	NUMBER OF BUILDINGS (1)	FLOOR AREA (Sq. Ft.) (2)	NUMBER OF FLOORS (3)	FLOOR LOAD CAPACITY (4)	CLEAR HEADROOM (5)	(From SF 118B)		ACRE-HECTARE OR SQ. FT./M <sup>2</sup>	
A. OFFICE						A. FEE			
B. STORAGE						B. LEASED			
C. OTHER (See 9F)						C. OTHER			
D. TOTAL (From SF 118A)						D. TOTAL			
E. GOV'T INTEREST:						F. SPECIFY "OTHER" USE ENTERED IN C ABOVE			
(1) OWNER									
(2) TENANT									
11. COST TO GOVERNMENT						12. LEASEHOLD(S) DATA (Use separate sheet if necessary)			
ITEM	SCHEDULE	COST							
A. BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES	A (Col. d)	\$		B. ANNUAL RENT PER SQ. FT./M <sup>2</sup> OR ACRE-HECTARE \$					
B. LAND	B (Col. f)	\$		C. DATE LEASE EXPIRES					
C. RELATED PERSONAL PROPERTY	C (Col. H)	\$		D. NOTICE REQUIRED FOR RENEWAL					
D. TOTAL (Sum of 11A, 11B, and 11C)		\$		E. TERMINAL DATE OF RENEWAL RIGHTS					
E. ANNUAL PROTECTION AND MAINTENANCE COST (Government-owned or leased)				F. ANNUAL RENEWAL RENT PER SQ. FT./M <sup>2</sup> OR ACRE-HECTARE \$					
				G. TERMINATION RIGHTS (in days)					
13. DISPOSITION OF PROCEEDS				LESSOR GOVERNMENT					
				14. TYPE OF CONSTRUCTION					
15. HOLDING AGENCY USE				16. RANGE OF POSSIBLE USES					
17. NAMES AND ADDRESSES OF INTERESTED FEDERAL AGENCIES AND OTHER INTERESTED PARTIES									
18. REMARKS									
19. REPORT AUTHORIZED BY									
NAME						SIGNATURE			
TITLE									

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STANDARD FORM 118 (REV. 5-95)  
Prescribed by GSA FPMR (41 CFR) 101-47.202

# What information is required by the Standard Form 118A?



► Provide information about the buildings including:

- Description
- Cost
- Size
- Number of floors
- Use restrictions

BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES						1. HOLDING AGENCY NO.		2. PAGE OF PAGES OF THIS SCHEDULE (GSA CONTROL NO. /GSA use only)	
SCHEDULE A - SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY						3. ANNUAL RENTAL			
LINE NO.	HOLDING AGENCY BUILDING NO.	DESCRIPTION	COST	OUTSIDE DIMENSIONS	FLOOR AREA (Sq. Ft./M <sup>2</sup> )	NO. OF FLOORS	CLEAR HEAD-ROOM	FLOOR LOAD RANGE	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST
(a)	(b)	(c)	(d)	(e)	(f)*	(g)*	(h)*	(i)*	(j)
1									
2									
3									
4									
5									
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33									
34									
TOTAL									

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\*Prefix figures with symbols to denote type of space, as follows: (a) for office; (b) for storage; (c) for other.

STANDARD FORM 118A (REV. 5-98)  
Prescribed by GSA FPMR (41 CFR) 101-47.202

# What information is required by the Standard Form 118B?



## ► Provide information about the land including:

- Government interest in the land
  - Fee, permit, license, lease
- Name of former owner
- Size of land
- Cost
- Type of acquisition
- Use restrictions

LAND							1. HOLDING AGENCY NO.	2. PAGE OF PAGES
SCHEDULE B - SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY							OF THIS SCHEDULE	
							GSA CONTROL NO. (GSA use only)	
							3. GOVERNMENT INTEREST	
							<input type="checkbox"/> LEASE	<input type="checkbox"/> LICENSE
							<input type="checkbox"/> PERMIT	<input type="checkbox"/> EASEMENT
							<input type="checkbox"/> FEE	<input type="checkbox"/> INFORMAL ACQUISITION
LINE NO.	TRACT NO.	NAME OF FORMER OWNER OR LESSOR AND ADDRESS	TRACT ACQUIRED Acres/Hectares or sq. ft./m <sup>2</sup>	ACRES/ HECTARES OR SQ. FT./M <sup>2</sup>	COST	ANNUAL RENTAL	TYPE OF ACQUISITION	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
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TOTAL								

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STANDARD FORM 118B (REV. 5-98)  
Prescribed by GSA FPMR (41 CFR) 101-47.202

# What information is required by the Standard Form 118C?

- ▶ Provide information about any related personal property, including:
  - Description
  - Condition
    - New, used, repairs needed, etc.
  - Quantity
  - Costs

[illegible]

# What is the purpose of the Excess Real Property Checklist?

- ▶ The ERP Checklist is designed to help LHAs provide the requisite due diligence information, including:
  - Title information
  - Environmental information
  - Jurisdictional information
  - Known interest in the property
  - Continued Federal occupancy
  - Homeless suitability determination



# What is required in the ERP Checklist?

- ▶ **Title Due Diligence:** Acquisition of the title, title exceptions, past actions, jurisdiction, screening of property, etc.
- ▶ **Environmental Due Diligence Information:** Information on a variety of environmental issues including the current or historical presence of certain substances, the presence of natural features that may impact the property, etc.
- ▶ **Additional Property Information:** Continued Federal occupancy, homeless suitability determination, known public body interest, etc.

# What Title Information is required by the ERP Checklist?

- ▶ Acquisition method
- ▶ Exceptions to the title
- ▶ Government actions, post-acquisition, that have or may have affected the title
- ▶ Jurisdiction



# Where can LHAs find Title Documents?

- ▶ Title and acquisition documents of a property can be found through the following:
  - Agency records and files
  - Legal department
  - County clerk's office
  - Title company



# What is included in a Property's Legal Description?

- ▶ A copy of the property's legal description including the metes and bounds, township and range, or block and lot description.
- ▶ Include legible drawing/assessor's map with the excess area outlined.
- ▶ Survey work
  - Agency may need to conduct survey services, if no legal description is in place.
  - GSA can contract out survey work on a reimbursable basis, if needed.



# What Environmental Information is required by the ERP Checklist?

- ▶ National Environmental Policy Act (NEPA) Compliance
- ▶ Floodplains
- ▶ Wetlands
- ▶ Endangered Species and Biological Resources
- ▶ Archeological and Cultural Resources
- ▶ Asbestos
- ▶ Hazardous Substance Activity Certification (CERCLA)

# What Environmental Information is required by the ERP Checklist ? - *continued*

- ▶ Polychlorinated Biphenyls (PCBs)
- ▶ Lead Based Paint (LBP)
- ▶ Underground Storage Tanks (USTs)
- ▶ Resource Conservation and Recovery Act (RCRA)  
Permits and Landfills
- ▶ Mold
- ▶ Radon
- ▶ Pesticides
- ▶ Contamination by Ordnance/Explosives
- ▶ Coastal Zone Management

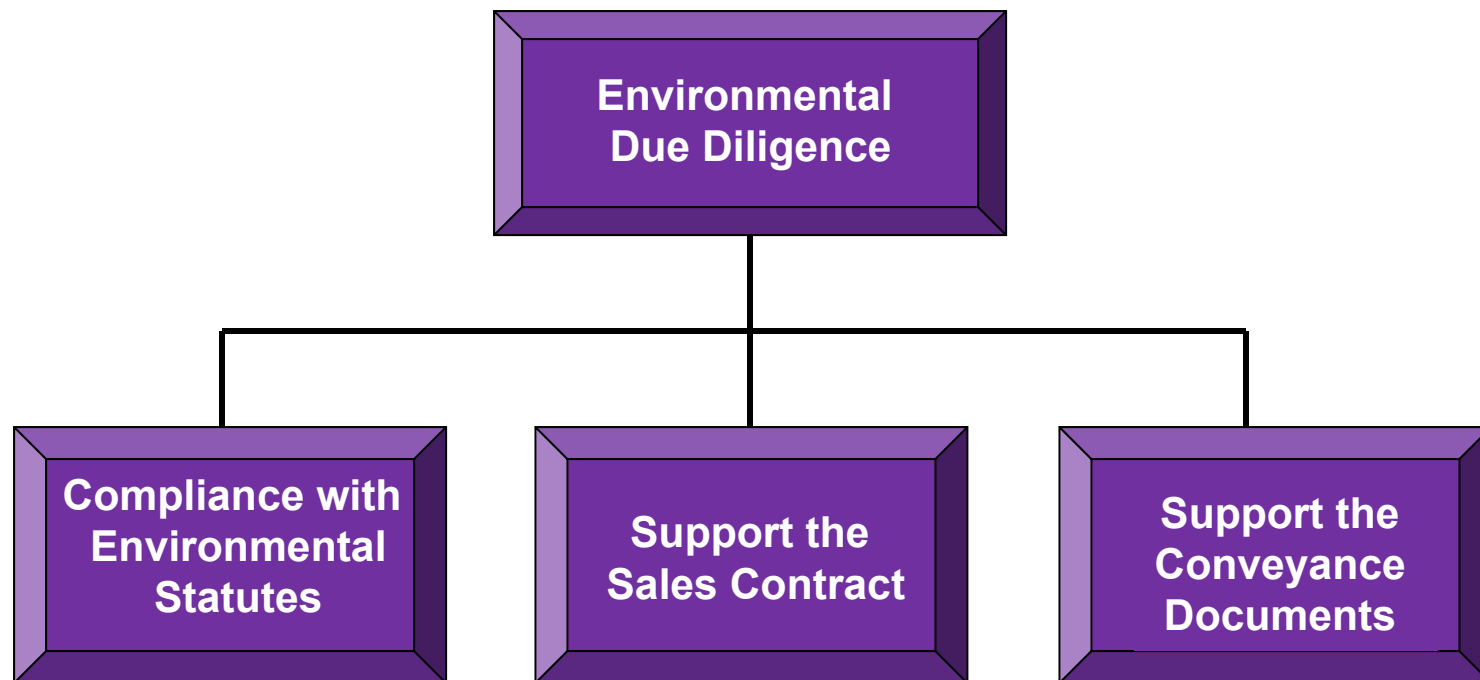
# Where can Environmental Due Diligence Information be located?

- ▶ Environmental information for a given property can be found through:
  - Agency records and files
  - Internal environmental staff
  - Physical inspection
  - Various property studies



**Former NIKE Site D-58**  
Newport, Michigan

# How will the Environmental Information be used?



# What additional Property Information is requested in the ERP Checklist?

- ▶ Protection and Maintenance (P&M)
- ▶ Continued Federal Occupancy
- ▶ Homeless Suitability
- ▶ National Park or Indian Reservation
- ▶ National Forest or Wildlife Refuge
- ▶ Federal Aviation Administration (FAA) Determination
- ▶ Public Body Interest
- ▶ Cost Savings & Cost Avoidance
- ▶ Other Pertinent Information

# What happens after the LHA submits the ROE?

- ▶ After the LHA submits the ROE package, the GSA Project Manager examines the package for sufficiency.
- ▶ If the ROE package is sufficient, GSA accepts the ROE and sends an acceptance letter to LHA.
- ▶ If the package is not sufficient, GSA conditionally accepts the ROE package and identifies what items are still required for full acceptance.



# Recent Case Studies: Pinconning, MI



# Recent Case Studies: Cincinnati, OH



# The ROE Portal: An Electronic Alternative

# What is the ROE Portal?

- ▶ The ROE Portal assists LHAs in compiling information needed to report real property excess to GSA for disposal electronically.
- ▶ The ROE Portal:
  - Allows users to manage their report of excess submissions to GSA.
  - Includes the SF-118 and checklist to report critical information about excess real property.
  - Is available to users with .mil or .gov email accounts.
  - Complies with Federal property laws and regulations.

# How do I access the ROE Portal?

## Access the Portal by either:

- ▶ Clicking the **Login** link at the top or bottom of any page on the Resource Center

The screenshot shows the GSA Real Property Utilization and Disposal website. The header includes the GSA logo and navigation links: WHO WE ARE, WHAT WE SELL, WHAT WE DO, and CONTACT US. The main content area is titled "Welcome to Subscription Services" and contains instructions for logging in or creating a new account. At the bottom, there are links for "New User", "Unsubscribe", and "Forgot Password".

Home / Subscription Services

### Welcome to Subscription Services

Welcome to the GSA Office of Real Property Utilization and Disposal's Subscription Services. Use this service to sign up to receive notifications on properties you may be interested in.

If you have previously subscribed to receive email notifications on properties or if you are currently a Resource Center user enter your login details. If you forgot your password, please click on Forgot Password link and enter your email address to get new password.

If you currently have a subscription and would like to Unsubscribe from receiving email updates, please click on Unsubscribe link, enter email address in the Email field and then click the delete button.

To access the subscription services please provide the following information

Subscriber Login

Password

[New User](#) [Unsubscribe](#) [Forgot Password](#)

**CUSTOMER RESOURCES**

- Federal Agency Customers
- State & Local Customers
- McKinney-Vento Program
- Lighthouse Customers

**ACQUIRING PROPERTY**

- How to Acquire Property for Sale
- Public Benefit Conveyances
- Disposal Library

**REALTY SERVICES**

- Services We Offer
- Environmental
- Appraisal

**CONTACT US**

- Latest News
- FAQs

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[USA.gov](#) [GSA](#) [GovSALES.gov](#)

<https://resourcecenter.secure.force.com/pbs/SubscriberLogin>

- ▶ The ROE Portal link on the **Federal Agency Customers** page

The screenshot shows the GSA Real Property Utilization and Disposal website. The header includes the GSA logo and navigation links: WHO WE ARE, WHAT WE SELL, WHAT WE DO, and CONTACT US. The main content area is titled "Resources for Federal Agency Customers" and contains a list of resources, including "How to Acquire Federal Property", "Properties for Sale", "Federal Agency Customers", "State and Local Customers", "McKinney-Vento Homeless Assistance Program", "Lighthouse Program", "Environmental Information", "Property Disposal Library", and "Frequently Asked Questions".

Home / Federal Agency Customers

### Resources for Federal Agency Customers

The GSA Office of Real Property Utilization and Disposal has developed several online tools and resources to assist Federal agencies to report a property excess for disposal, obtain information on available excess properties that could be utilized by another Federal agency, and to learn about and obtain additional real property asset management services. GSA provides these services for other Federal agencies either at no cost or on a reimbursable basis.

**Services We Offer**

- [Federal Facilities Jurisdictional Status](#)
- [Office of Utilization & Disposal Brochure \(pdf\)](#)

**Why Choose GSA?**

GSA is the largest public real estate organization in the country. Our inventory comprises over 1,500 government-owned buildings with 352 million square feet of work space for 1.1 million Federal employees in 2,200 communities. We serve Federal agencies only. It is our mission to assist other Federal agencies and to serve as a provider of choice to help you use real estate more efficiently and to leverage the value of your real property portfolio. Unlike commercial entities, our expertise and access to decision makers is without equal, and we represent you in all facets of the transaction with potential buyers, the local community, environmental regulators and state and congressional representatives.

**Report Property Excess**

By using the ROE portal below your agency can electronically report property excess to GSA. The portal includes the questions from both the SF-115 and Excess Real Property Checklist, plus it provides guidance on how to complete each question.

**Report of Excess Portal:** Use the Report of Excess Portal to report Real Property and Related Personal Property (personal property integral to real property) to GSA.

**GSA/Excess:** Use GSA/Excess to report Excess Personal Property.

**ROE Portal Training Slides (ppt)**

**Report Property Excess Forms**

These forms are incorporated in the Report of Excess Portal, however if you would prefer to look at a hard copy prior to using the portal please click below.

[SF115 \(doc\)](#)  
[SF115 \(pdf\)](#)  
[SF115 - Supplementary \(doc\)](#)

**PROPERTY SALES SEARCH TOOL**

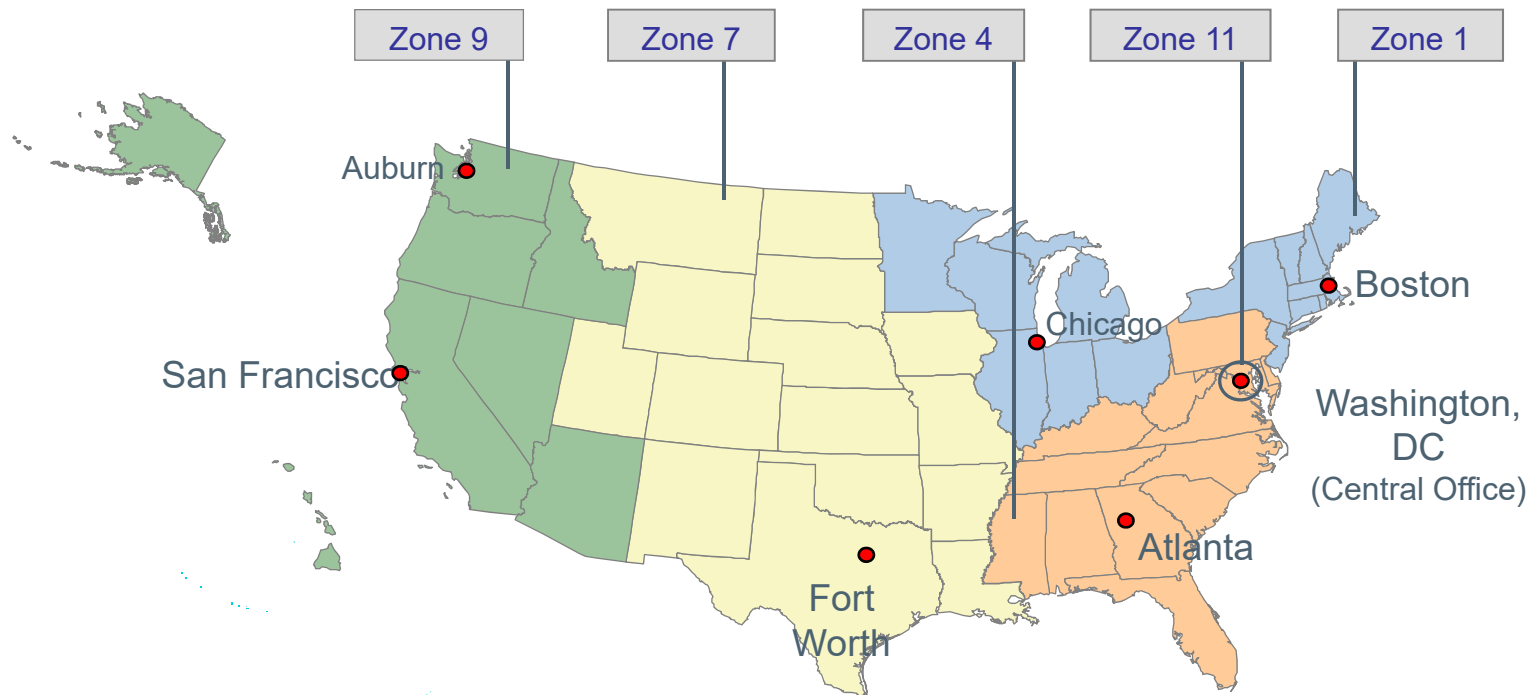
Federal Government Real Estate - From office buildings to single-family homes, the U.S. Government may have the property you need.

Select a State

Property Type

<http://propertydisposal.gsa.gov/FAA>

# How do I identify and find my nearest Regional Office?



# How do I contact my nearest Regional Office?

- ▶ If you have questions about the ROE Portal or about your submissions please contact us at <http://propertydisposal.gsa.gov/ContactUS>
- ▶ Zone 1: John Kelly – Boston, MA  
[john.kelly@gsa.gov](mailto:john.kelly@gsa.gov) or (617) 565-5700
- ▶ Zone 4: Jeneil Magloire, – Atlanta, GA  
[angela.risch@gsa.gov](mailto:angela.risch@gsa.gov) or (404) 331-1141
- ▶ Zone 7: Melvin Freeman – Fort Worth, TX  
[melvin.freeman@gsa.gov](mailto:melvin.freeman@gsa.gov) or (817) 978-2331
- ▶ Zone 9: David Haase– San Francisco, CA  
[david.haase@gsa.gov](mailto:david.haase@gsa.gov) or (415) 522-3426
- ▶ Zone 11: Tim Sheckler– Washington, DC  
[tim.sheckler@gsa.gov](mailto:tim.sheckler@gsa.gov) or (202) 401-5806
- ▶ Presenter: Rich Balsano – Chicago, IL  
[richard.balsano@gsa.gov](mailto:richard.balsano@gsa.gov) or 312-353-0302

# Central Office Contact Information

Name	Email	Phone
John Dreswick	John.dreswick@gsa.gov	<a href="tel:202-501-1179">202-501-1179</a>

- ▶ For project specific questions please contact John Dreswick
- ▶ Presentation slides will be posted to the GSA website at <http://propertydisposal.gsa.gov/Training>



# GSA Real Property Utilization and Disposal Websites

GSA Real Property Utilization and Disposal Website:

<http://propertydisposal.gsa.gov/FAA>

GSA Real Property Auction Website:

<http://realestatesales.gov>

Training Website:

<http://propertydisposal.gsa.gov/Training>