

UNDERUTILIZED PROPERTY CHECKLIST

[Insert property name]

Where applicable, please provide supplemental documentation detailing the following:

- _____ Property Deeds with Recordation Information
- _____ Previous Property Condition Assessments
- _____ Previous Property Appraisals
- _____ Existing Plats or Property Surveys
- _____ Existing leases, temporary transfer agreements, easements or other encumbrances on the property
- _____ UST and AST Closure Reports
- _____ Title Commitments
- _____ Building Plans
- _____ Access Contact Person
- _____ Condition of Building Systems (date of last renovation, major capital improvements)
- _____ Issues with the Land (flooding, wetlands, soil not suitable for building, etc.)
- _____ Identification and location of any remaining State assets on the property
- _____ Identification and location of any cemetery or burial plots on the site
- _____ Identification and location of any lead base paint or asbestos.
- _____ Identification of any radon
- _____ Last date of active use of the property and description of the use
- _____ Fixtures, equipment, or other Commonwealth property which remains because removal would result in structural damage

Financial Disclosures

- _____ Any outstanding bond obligations (amount outstanding and treasury confirmation)
- _____ The source of funds used to acquire the property
- _____ State whether the property was acquired with general funds and whether you are applying for a portion of the proceeds from the sale