ADD / DELETE FORM

INSTRUCTIONS

Code 29-1-149

Real Property has two (2) categories – Buildings and Land

Please return your Add/Delete Form to <u>cathy.brown@dfa.ms.gov</u>

BUILDINGS

1. <u>Institution / Agency Name</u>
   Indicate your Agency / Institution Name

2. <u>Building Name / Designation</u>
   Indicate the name and building number (if applicable)

3. <u>Transaction Date</u>
   Indicate the date that the transaction (purchase, sale, donation, etc.) took place.

4. <u>Cost</u>
   Indicate the total cost of the building, as identified on the Inventory of Building spreadsheet.

5. <u>Replacement Value</u>
   Indicate the replacement value of the building, as identified on the Inventory of Building spreadsheet.

6. <u>Gross Square Footage</u>
   Indicate the gross square footage of the building, as identified on the Inventory of Building spreadsheet.

7. <u>Inventory Page Number</u>
   Indicate the Page Number where the building is listed on the Inventory spreadsheet. This may be found in the lower right-hand corner of the page.

8. <u>Added or Deleted</u>
   Indicate whether the building was **<u>Added</u>** or **<u>Deleted</u>** to/from Inventory.

9. <u>Method of Addition / Deletion</u>
   Indicate the method for which the building was Added or Deleted. If "Added," please indicate whether the building was constructed, purchased, donated, acquired through Eminent Domain, or any other method of acquisition.

If "Deleted," please indicate whether the building was demolished, sold, transferred, or conveyed in any other manner.

LAND

1. Institution / Agency Name
   Indicate your Agency / Institution Name.

2. Land Designation
   Indicate the description of the property. This may consist of the Legal Description in any acceptable form or fashion (metes and bounds, lot and block, etc.)

3. Transaction Date
   Indicate the date that the transaction (purchase, sale, donation, etc.) took place.

4. Cost
   Indicate the cost of the transaction (whether added or deleted). This may include the purchase price, sale price, and/or any other costs associated with such purchase/sale.

5. Total Acreage
   Indicate the total acreage of the land.

6. Added or Deleted
   Indicate whether this land was "Added" or "Deleted."

7. Method of Addition / Deletion
   Indicate the method for which the building was Added or Deleted. If "Added," please indicate whether the building was constructed, purchased, donated, acquired through Eminent Domain, or any other method of acquisition. If "Deleted," please indicate whether the building was demolished, sold, transferred, or conveyed in any other manner.