

# State of Oregon

## Agency Surplus Real Property Notification Form

**Agency File Number:**

<b>Type of Notification:</b>		
Surplus <input type="checkbox"/>	Trade/Exchange (Use Both Forms) <input type="checkbox"/>	Transfer to another Agency <input type="checkbox"/>
Futile Act Request <input type="checkbox"/> *Please provide justification narrative memo for the request per OAR 125-045-0225 (5) & (9)		

<b>Department/Agency Name:</b>	
<b>Property Size:</b>	
<b>Property Current Use:</b>	
<b>Property Address or Location</b> <i>(location if address unknown):</i>	
<b>Map Tax Lot</b> <i>(Township, Range, Section, Tax lot number):</i>	
<b>Closest Incorporated City:</b>	
<b>Property County:</b>	
<b>Property Description:</b>	

**Other Real Property Assets attached to this property:** *Check all that apply:*

- |                                   |                                   |                                   |  |   |
|-----------------------------------|-----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Water    | <input type="checkbox"/> Wetlands | <input type="checkbox"/> Fish     | <input type="checkbox"/> Public Access | <input type="checkbox"/> Hazardous Material |
| <input type="checkbox"/> Minerals | <input type="checkbox"/> Timber   | <input type="checkbox"/> Wildlife | <input type="checkbox"/> Improvements  | <input type="checkbox"/> Restrictions       |

<b>What is the Property Zoned?</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>Comments:</b>	

**Map Attached:**  Yes  
 No

**Note:** A public comment opportunity is required when the real property has an appraised market value exceeding \$100,000 before property can be disposed of to a private entity according to ORS 270.105.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title / Agency:** \_\_\_\_\_

**Return form to:** Darrin W. Brightman,  
Sr. Equity Portfolio Manager  
Enterprise Asset Management, Real Estate Services  
Department of Administrative Services  
1225 Ferry St SE U100, Salem OR 97301-4281

**Please E-mail:**

[Darrin.W.Brightman@oregon.gov](mailto:Darrin.W.Brightman@oregon.gov)

and

cc: [elaine.g.schacher@oregon.gov](mailto:elaine.g.schacher@oregon.gov)

A responding entity is expected to enter into a Pre-purchase Agreement or Memorandum of Understanding with the offering agency within 60 days of responding to this notice.