

OUTGRANT CHECKLIST

NAME OF BASE

PROPOSED OUTGRANT REQUEST

ITEM	YES	NO
1. Written request from prospective 2d party. (Reference AETCI 32-9001, para 21.2.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Description of facilities (area to be outgranted, including map(s) depicting area (i.e. SF, acres, etc.) (Reference AETCI 32-9001, para 21.1)	<input type="checkbox"/>	<input type="checkbox"/>
3. Type of interest (i.e. license, lease, easement, permit). (Reference AETCI 32-9001, para 21.1.)	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed use of property. (Reference AETCI 32-9001, para 21.1.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Term of proposed outgrant (Reference AETCI 32-9001, para 21.1.)	<input type="checkbox"/>	<input type="checkbox"/>
6. Base approval (Installation Facilities Board or out-of-cycle). (Reference AETCI 32-9001, para 13.2.)	<input type="checkbox"/>	<input type="checkbox"/>
a. AETC/CE approval of action above base authority. (Reference Real Estate Matrix)	<input type="checkbox"/>	<input type="checkbox"/>
7. Other pertinent data or special conditions to be included.	<input type="checkbox"/>	<input type="checkbox"/>
8. Preapproved appraisal/rental determination. (Reference AETCI 32-9001, para 16.1, 16.2, and 16.4.)	<input type="checkbox"/>	<input type="checkbox"/>
9. Environmental documentation:	<input type="checkbox"/>	<input type="checkbox"/>
a. Environmental Impact Statement (EIS) with a Record of Decision (ROD), Environmental Assessment (EA) with a Finding of No Significant Impact (FONSI), or an AF Form 813 with a categorical exclusion (CATEX). (Ref AETCI 32-9001, para 14.2)	<input type="checkbox"/>	<input type="checkbox"/>
b. Environmental Baseline Survey (EBS) or waiver. (Ref AETCI 32-9001, para 14.2)	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibits (i.e. maps clearly marked in red to reflect the outgrant location attached to each copy of the instrument). (Reference AETCI 32-9001, para 17.3.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Survey and condition report attached, if required for outgrant action. (Reference AETCI 32-9001, para 17.4.)	<input type="checkbox"/>	<input type="checkbox"/>
12. Proof of insurance (if party occupies entire building), if required. (Reference AETCI 32-9001, para 17.5.)	<input type="checkbox"/>	<input type="checkbox"/>
13. Base legal review. (Reference AETCI 32-9001, para 21.6.)	<input type="checkbox"/>	<input type="checkbox"/>
14. All copies of the instrument, bearing original signature of 2d party, together with appropriate signature authority, i.e., corporate, partnership, certificate, extract of court records. (Reference AETCI 32-9001, para 21.7.)	<input type="checkbox"/>	<input type="checkbox"/>
15. Distribution memorandum reflecting parties receiving copies of executed instrument. (Reference AETCI 32-9001, para 21.8.)	<input type="checkbox"/>	<input type="checkbox"/>
16. Negotiator's report. (Reference AETCI 32-9001, para 21.9.)	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS

DATE

SIGNATURE OF REALTY SPECIALIST

COMMENTS/RECOMMENDATIONS

DATE

SIGNATURE OF CHECKER

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