MEMORANDUM

TO: REAL ESTATE TITLES & ACQUISITION MANAGER
FROM: REAL ESTATE AGENT
DATE: ___________

SUBJECT: RECOMMENDED DISPOSAL OF IMPROVEMENT
PARCEL NO(S). ___________

The improvement(s) situated on the above referenced parcel has been acquired by the Department and vacated by the occupants(s). Accordingly, the disposal is hereby recommended as follows:

<table>
<thead>
<tr>
<th>Building No.</th>
<th>Structure Type</th>
<th>Recommended disposal</th>
<th>Slab/foundation disposition</th>
<th>Asbestos Inspection Required?</th>
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Real Estate Specialist     Date

_____Building Inspection Report attached   ____Building Inspection Not Required

Attached is the Building Inspection Report and a photo of the improvement.

XXX/xx
Attachments

APPROVED: YES  NO

If not approved, recommended disposition ________________________________.

District Manager     Date

APPROVED: YES  NO

If not approved, recommended disposition ________________________________.

Project Manager     Date

Cc: Consultant Manager responsible for Asbestos Contracts