

Appendix A

Form and Instructions

NASA Form 847

REAL PROPERTY RECORD - LEASEHOLD IMPROVEMENTS

1. DATE OF CARD	2. REPORTING INSTALLATION (<i>Lessee</i>)
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3. NAME AND ADDRESS OF LESSOR

4. NASA INTEREST		
<input type="checkbox"/> A. LEASED (<i>Indicate Lease No.</i>)	<input type="checkbox"/> B. PERMIT	<input type="checkbox"/> C. AGREEMENT

5. LEASE TERMS			
A. EFFECTIVE DATE	B. EXPIRATION DATE	C. PERIOD OF RENEWAL OPTION (<i>Years</i>)	D. ANNUAL RENTAL RATE \$

6. LOCATION OF IMPROVEMENT

A. NAME AND ADDRESS OF PROPERTY

B. CITY OR TOWN	C. COUNTY OR COUNTRY	D. STATE OR CONTINENT
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7. IMPROVEMENTS DESCRIPTIVE DATA	B. COST OF IMPROVEMENT \$
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9. CONTRACT DATA (*Installation/Construction*)

A. NAME AND ADDRESS OF CONTRACTOR

B. DATE INSTALLATION/CONSTRUCTION BEGAN	C. DATE INSTALLATION/CONSTRUCTION COMPLETED
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10. REFERENCE DOCUMENTS

11. DISPOSITION DATA

12. REMARKS

Instructions for Preparing NASA Form 847--
Leasehold Improvements

ITEM 1. DATE OF CARD. Enter the date initially prepared.

ITEM 2. REPORTING INSTALLATION (Lessee). Enter the official name of the installation reporting the leasehold improvement.

ITEM 3. NAME AND ADDRESS OF LESSOR. Enter the name and address of the agency, organization, or individual(s) having title to the property.

ITEM 4. NASA INTEREST. Enter the applicable NASA interest by placing an in the appropriate box. In indicating the NASA interest, the reporting installation will be guided by the following descriptions:

- a. Leased. A conveyance of an interest in land, buildings, other structures, or facilities for a specified term of years, revocable as provided by the terms of this instrument, in consideration of payment of a rental fee.
- b. Permit. Temporary usage permit conferred on one Government agency to use land, buildings, other structures, or facilities under the jurisdiction of another Government agency.
- c. Agreement. Land, buildings, other structures, or facilities acquired for use through a specified agreement.

ITEM 5. LEASE TERMS. When the property being reported is determined to be LEASED property, the following information shall be entered as appropriate:

- a. Effective Date. Enter the numerical designation, using six digits, for the month and year that the current lease became effective, e.g., 06-1999 for June 1999.
- b. Expiration Date. Enter the numerical designation, using six digits, for the month and year that the current lease will terminate, e.g., 12-1999 for December 1999. When the expiration date of the lease is indefinite, such as in a month to month, enter 99-9999.
- c. Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the lease, enter the remaining renewal period to the nearest whole year. Enter an in this item if one of the following conditions exists: (1) The lease contains no renewal provisions; (2) The renewal option is for less than 6 months; or (3) The expiration date of the lease is indefinite.
- d. Annual Rental Rate. Enter the annual rental rate to the nearest whole dollar. When the rental period is less than 1 year or rental is paid on a monthly or other than an annual basis, convert the rate to an annual basis.

ITEM 6. LOCATION OF IMPROVEMENT

- a. Name and Address of Property. Enter the property name or designation and address in which the improvement was made.
- b. City or Town. Enter the city or town in which the property is located.
- c. County or Country. Enter the county or country in which the property is located.
- d. State or Continent. Enter the state or continent in which the property is located.

ITEM 7. IMPROVEMENT DESCRIPTIVE DATA. Enter the description, type, or other details that relate to the leasehold improvement being recorded.

ITEM 8. COST OF IMPROVEMENT. Enter the cost of the completed leasehold improvement based on cost document, e.g., work orders, contracts, project orders, and coordination with the installation Financial Management Office.

ITEM 9. CONTRACT DATA (Installation/Construction). Enter in the space provided the following information in connection with installation and/or construction of leasehold improvements made to the property:

- a. Name and Address of Contractor. Indicate name of contractor who accomplished the work and include city and state.
- b. Date Installation/Construction Began. Enter the actual date on which installation or construction started.
- c. Date Installation/Construction Completed. Enter the actual date on which installation or construction was completed.

ITEM 10. REFERENCE DOCUMENTS. List as appropriate the respective documents that are pertinent in connection with the leasehold improvements.

ITEM 11. DISPOSITION DATA. Enter the respective disposition data that are pertinent in connection with the disposal of the leasehold improvements.

ITEM 12. REMARKS. Enter in this space administrative remarks and/or explanatory notes in connection with the leasehold improvement being reported.

**Instructions for Preparing NASA Form 1045--Real Property
Transaction Voucher**

ITEM 1. NAME OF INSTALLATION. Enter the official name of the installation recording the Real Property Transaction.

ITEM 2. SITE LOCATION CODE. Enter the respective installation site location code. Applicable site location codes are set forth in Part VI, Section I.

ITEM 3. DATE. Enter the date initially prepared.

ITEM 4. VOUCHER NO. Enter the locally assigned voucher number.

ITEM 5. TYPE OF TRANSACTION. Place an *ixi* in the applicable box to indicate the type of transaction recorded.

ITEM 6. DESCRIPTION OF PROPERTY. Enter in this item the pertinent data in connection with the transaction being recorded.

a. Building Facility No. Enter the numerical designation or identifying symbol assigned to the building or facility being recorded.

b. NASA Facility Classification Code. Enter the applicable facility classification code set forth in Part VI, Section II, Column 4.

c. Descriptive Data. Enter the pertinent data available in connection with describing the property in this transaction.

ITEM 7. CLASSIFICATION OF PROPERTY. Place an *ixi* in the applicable box to indicate the classification of property being recorded in this transaction.

ITEM 8. REFERENCE DOCUMENTS. List as appropriate the respective reference documents in connection with recording the property transaction.

ITEM 9. DATE OF TRANSFER/ACCEPTANCE. Enter the date that the transfer or acceptance of the property was completed.

ITEM 10. CONTRACT/PROJECT NO. Enter as appropriate the contract/ project number or other significant reference number in connection with the transaction.

ITEM 11. DESCRIPTION OF ACTION OR WORK PERFORMED. Enter in this item the description of the project accomplished or in the case of newly acquired property such historical information including cross referencing to title documents, maps, plates, etc.

ITEM 12. CHANGE IN ASSET VALUE. Enter as appropriate in the respective item (1) increase or (2) decrease, the total dollar value in connection with real property transaction being recorded.

ITEM 13. REMARKS. Enter in this space any notation necessary to clarify or expand any entry that has been made. This space may also be used for administrative remarks, etc.

ITEM 14. CERTIFICATION. The Real Property Accountable Officer will certify that the Real Property Inventory Records were updated in accordance with the entries on the transaction voucher. A copy of this voucher will be sent to the installation Financial Management Office having the installation General Ledger fixed asset accounts.

ITEM 15. TYPED NAME OF REAL PROPERTY ACCOUNTABLE OFFICER. Enter in this space the name of the respective designated installation Real Property Accountable Officer.

ITEM 16. SIGNATURE. This space is for the signature of the certifying Real Property Accountable Officer.

ITEM 17 DATE. Enter the date certified.