OMB Number: 0610-0096
Expiration Date: 01/31/2025

# ECONOMIC DEVELOPMENT ADMINISTRATION

## REAL PROPERTY STATUS REPORTING CHECKLIST FOR PROJECT CLOSEOUT

EDA Award Number: _____ Date: _____

Recipient(s): _____

Co-Recipient(s): _____

Recipient's Authorized Representative: _____
*Name & Phone Number*

| Enter the Legal Description from the Site Certificate Form/Title Opinion |
|---|
| |
| The Estimated Useful Life from the Special Award Conditions is _____ years. |

| | Y | N | NA |
|---|---|---|---|
| 1. The Recipient acknowledges the Records Retention Requirement requiring records to be maintained for a minimum of three years. As Real Property Status reporting is required during the entire useful life of the project, the Recipient is encouraged to maintain documentation needed for the Real Property Status Reports (typically up to 15 years or 20 years). Link to the SF-429 Forms. (Examples of documentation include: Site Certificate and past Real Property Status Reports.) | | | |
| 2. The contact information for the person responsible for the submission of the Real Property Status Reporting: If this person/contact information changes, the recipient will notify EDA with the new information. | | | |

Name: _____

Title: _____

Organization: _____

Address: _____

_____

Phone Number: _____

Email Address: _____

_____
**Prepared By (Name & Title)**

_____ _____
**Prepared By (Signature)** **Date**