

PROPERTY MASTER CHANGE FORM

Changes to existing land or buildings:

Property No:

%\$\$\$# #

Describe Field(s) on Property Master to be changed and why:

Deletion of existing land or building:

Property No:

%\$\$\$# #

Building Update: Full description:

Additions to property master:

Property No:

%\$\$\$# #

Building update: Full description:

Location: fGfYYh7]mžN]dL

Location Cost Center

Building Type:

Building Construction:

Outside Dimensions:

Sq. footage of each floor:
(List separately by floor)

New building

Addition to existing building

If addition, describe fully:

Cost to construct, purchase: \$

Land Update: Describe fully:

Cost \$

County

Type of deed

Dated

Recorded

Book

Page

Changes approved by:

Changes fYwfXYX by:

F-G? i dXUHX by:

(Mlce. Supt. Or Branch Mgr. Aæ ^)

(Prop. Mngmt. SAP Coordinator Aæ ^)

(Prop. Mngmt. RISK Coordinator Aæ ^)

Note: 1) All costs must be documented; 2) Buildings costing less than \$5,000 (material and labor) and measuring 200 square feet or more will be assigned a number and added to the property master at zero cost; 3) Attach photo if additions to Property Master portion of this form is completed.