



**SURPLUS REAL PROPERTY FORM**

**KPBSD Contact Information**

<b>Contact Name</b>			
<b>Contact Phone#</b>		<b>Email Address</b>	

**Facility Information**

<b>Name Of Facility</b>			
<b>Physical Address</b>			
<b>Occupancy Rating</b>		<b>Square Footage</b>	
<b>Year Facility was Constructed</b>			
<b>Current Use of Facility</b>			
<b>Uses on Grounds</b>			

**Funding Obligations & Restrictions**

<b>Capital Funding Sources</b>	
<b>Current Debt Repayment</b>	
<b>Use or Title Restrictions</b>	

**Average or Projected Property Costs**

<b>Utility &amp; Energy</b>	
<b>Routine &amp; Preventative Maintenance</b>	
<b>Grounds Maintenance</b>	
<b>Insurance</b>	
<b>Capital Needs Known</b>	

**Board Approval to Surplus Facility**

<b>Board Action</b>	<b>(Attach Record of Action)</b>		
<b>Meeting Date</b>		<b>Proposed Date of Transfer</b>	

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**KPBSD Superintendent Signature      Date      Board of Education President      Date**

Please return this form to KPBS Mayor

**Surplus Real Property**