Reporting Property Checklist

Are you a property custodian? Are you looking to dispose of excess personal property? Providing a full and accurate description can help you dispose of property as quickly as possible. This checklist offers a brief overview of what to include when reporting personal property to GSA for disposal in GSAXcess® or on Standard Form 120 pursuant to 41 C.F.R. §102-36.

Property Description

Basic information on the item:

- ❑ When reporting property as a lot, detail what is included in the lot
- ❑ Make and model number (if applicable)
- ❑ Color
- ❑ Dimensions
- ❑ Inclusions and exclusions (e.g., charging cords for computers, keys for a safe, etc.)
- ❑ Known issues and/or potential hazards associated with the property

Specific removal instructions (optional – may include at the end of the description):

- ❑ If special clearance is required to gain entrance to the facility
- ❑ If special equipment is required to remove the property
- ❑ Pick-up by appointment only (can give appointment time preferences)
- ❑ Optional disclaimer: Recipient is responsible for all shipping and handling costs. This includes proper tools, personnel, and material required for disassembly/removal.

Avoid:

- ❑ Acronyms and initialisms
- ❑ "ALL CAPS" text
- ❑ Internal agency information (such as agency serial numbers)

Pictures

Include at least one high-quality image that displays the property well. For special property (e.g., vehicles, generators, heavy-duty equipment, vessels, high dollar value items, etc.), include:

- ❑ Information plate and VIN pictures (if applicable)
- ❑ Any damage (e.g., cracked windshield)
- ❑ At least four to five photos (one of each side and interior, if vehicle), but we recommend uploading the full 12 photos

Verify these important fields before submitting your report:

- ❑ Property location
- ❑ VIN (if vehicle)
- ❑ Original acquisition cost (what you paid for the item originally **or** what its estimated value was at the time you acquired it)
- ❑ Quantity and unit of issue

For More Information

Still have a question or need help? Reach out to your GSA Area Property Officer! Find their contact information at gsa.gov/apo.

www.gsa.gov
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