



**Real Property Workshop
2009 Facilities Engineering and Real Property
Symposium**

Real Estate Desk Guide



Real Estate Desk Guide

The NASA Real Estate Desk Guide will include the following:

- **RPI Guide**
- **EUL Desk Guide**
- **Policy letters since publication of current NPR**
- **Quick Reference Sheets**
- **Space Act Agreements**
- **Lease-hold Improvements**
- **OCFO Reconciliation**
- **Tickler of Reports to HQ**
- **UP-load and Down-load for FRPP**
- **Validation of RPI data**



Real Estate Desk Top Guide

Quick Reference Sheets

- **Acquisition of Constructed Real Estate Assets (includes Facilities, and Other Structures)**
- **Acquisition of Land (including improvements to the land)**
- **Disposal of Excess Real Estate (Land, Facilities and Other Structures)**
- **Demolition of Facilities and Other Structures**
- **Enter New Constructed Asset by Voucher**
- **Enter modification to an Existing Asset by Voucher**
- **In-grant (leases, easements, permits)**
- **Out-grant (lease, agreement, easement, permit)**
- **EUL Leases**
- **Space Act Agreements**
- **Lease-hold Improvements**
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Desk Reference Guides

- The guide will also include copies of the following laws:
 - Space Act, Sections 203 and 207
 - EUL authority
 - Economy Act (applicable sections)
 - National Historic Preservation Act (applicable portions)
- CFRs (listed above)



Desk Reference Guides

- Anything Else?????