State of Nebraska–Department of Administrative Services

State Building Division

REQUEST TO TRANSFER FIXED ASSET OWNERSHIP TO THE VACANT BUILDING AND EXCESS LAND COMMITTEE

Date Submitted: Requesting Agency:

Agency Contact Name: Agency Contact Phone:

Nature of Request: To transfer responsibility and control of a particular building or land from the requesting agency to the VBEL Committee.

NIS Inventory # Building(s): NIS Inventory # Land(s):

Name of Building: Campus Name:

Aerial photo and photos of building/land enclosed ☐ Yes ☐ No

Legal Description of Land, including total sf or total acres:

Please submit, along with this request, a drawing/map illustrating the borders to the excess land on which this building exists.

Please email recent photos to paula.sedlacek@nebraska.gov.

Send original, fully executed form to VBEL Coordinator, 521 S 14th St, Suite 500, Lincoln, NE

Notice to agency:

When requesting transfer of a building, the requesting agency certifies that the existing building is vacant in that it is unoccupied and unused, and the requesting agency has no defined plans for the use of this building for the agency's mission for the next fiscal year.

When requesting transfer of land, the requesting agency certifies that the existing land is unoccupied and unused, and the requesting agency has no defined plans for the use of this land for the agency's mission for the next fiscal year.

The Committee may declare the building and/or land to be vacant and/or in excess and shall dispose of the building and/or land through sale, lease, demolition, or otherwise. Any declaration for disposal of a requested building may include related land(s).

The Committee shall consider the benefits to the state of the alternative possible actions, including cost-effectiveness, other possible future uses of the building or land for state purposes, and the necessity or utility of the building or land for the furtherance of existing or planned state programs of other agencies, boards, or commissions.

Regarding the building/structure, the requesting agency recommends (Mark One)

☐ Demolition ☐ Lease

☐ Sale ☐ The requesting agency has no recommendation

Please supply any additional information that may assist the VBEL Committee in making this determination.

APPROVED:

_____ _____

Agency Director's Signature **Date**

Print Name: _____

*In accordance to Nebraska State Statutes 72-811 to 72-818