

**TOWN OF LANESBOROUGH
DECLARATION OF SURPLUS MUNICIPAL PERSONAL PROPERTY**

Date: _____ Mailing Address: _____

Department: _____

Department Head Name: _____ Storage Address: _____

Contact Person: _____

Telephone: _____

E-Mail Address: _____

*** A signature is required certifying that all confidential and personal information data has been removed from all surplus and worthless property.**

Signature: _____ Title: _____ Date: _____

Description	Quantity	Age	Condition Code	Original Value	Dept. Inventory #

_____ Date accepted

_____ Signature of Board of Selectmen Chair

Condition Code	Definitions
A-1	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply
A-2	New or unused property in good condition. Does not quite qualify for A-1 (because slightly shopworn, soiled or similar), but condition does not impair utility
A-3	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged to the extent that utility is slightly impaired
E-1	Used property, but repaired or renovated and in excellent condition
E-2	Used property which has been repaired or renovated and while still in good condition, it has become worn from further use and cannot qualify for excellent condition
E-3	Used property which has been repaired or renovated, but has deteriorated reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in near future
O-1	Property which has been slightly or moderately used, no repairs required and still in excellent condition
O-2	Used property more worn than O-1, but still in good condition with considerable use left before any important repairs would be required
O-3	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portions) worn and which should be replaced
R-1	Used property still in excellent condition, but minor repairs required. Estimated cost of repairs would cost no more than 10% of the acquisition cost
R-2	Used property in good condition, but considerable repairs required. Estimated cost of repairs would be from 11% to 25% of acquisition cost
S – Salvage	Personal property that has some value in its basic material content, but which is in such condition that it has no reasonable prospect for use for any purpose as a unit and its repair or rehabilitation for use as a unit is clearly impractical
W – Worthless	Property that has no value at all
* Estimated Cost	Actual acquisition cost (original cost) or the agency surplus officer's best estimate of the acquisition cost
PLEASE NOTE	IF YOU CODE ITEMS USING THE S OR W CONDITION CODE, PLEASE LIST THIS PROPERTY ON A SEPARATE FORM