Washington State Department of Transportation

Property Inspection and Status Report (PISR)

SR Title	R/W/ Sheet	Rental Agreement Number	
Address of Subject Property	Parcel Number	Inventory Control Number	
Location of Subject Property	C.S. Number	R/W Number	Federal Aid Number

Inspection and Recommendations

1. Inspection Date _____

2. Name and Current Address of the

☐ Grantor ☐ Lessee

_____

_____

_____

_____

_____

_____

_____

_____

3. Commencement Date _____
(Lease)

4. Vacated _____ Terminated _____
Enter into IRIS

5. Last Months Rent Deposit of $ _____ held on

Receipt No. _____ Dated _____

6. Rent Status ☐ Refund $ _____

on Receipt No. _____ dated _____

☐ Collect Balance Due of $ _____

7. Rent Credit $ _____

☐ Authorized by Region PM Supervisor

_____ on _____

☐ Authorized by Headquarters Program Manager

_____ on _____

☐ Reason for Rent Credit _____

☐ Corrective Action (See Remarks) _____

8. Salvage ☐ Was ☐ Was Not Accomplished as Agreed

9. Performance Bond Deposit of $ _____

should be: ☐ Refunded ☐ Deposited Due to Forfeiture

10. Property Condition

☐ Reasonably Clean and Orderly

☐ Unacceptable ☐ Damages $ _____

11. Fixtures and Improvements (DOT Form 263-005)

☐ All State-owned Property Accounted for

☐ Items Missing or Damaged (See Remarks)

Property Status

Improvements to be removed from inventory when sold or demolished

☐ Vacancy Exists

☐ Improvement Auction On or About _____

☐ Improvements will be Demolished as part of Constr. Contract

☐ Other _____

Remarks

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Region Action

Inspected By: _____ _____
Property Management Specialist Date

Approved for Region Administrator By:

_____ _____
Regional Real Estate Services Manager / PM Supervisor Date

Headquarters Action

☐ See Remarks

☐ Repairs (Item 8) ☐ Are ☐ Are Not Authorized

Reviewed By:

_____ _____
Property Management Specialist / HQ Fiscal Analyst Date

Approved By:

_____ _____
Property Management Program Manager / HQ PAS Date