

# OHIO DEPARTMENT OF NATURAL RESOURCES PROPERTY MANAGEMENT WORK REQUEST

## Section 1: Initiating Division Action

Division Work Request # : \_\_\_\_\_

Division: \_\_\_\_\_ Name of area: \_\_\_\_\_

Division Contact: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Name of project: \_\_\_\_\_ County: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Approximate Acres: \_\_\_\_\_ House District: \_\_\_\_\_ Senate District: \_\_\_\_\_ Congressional Dist.: \_\_\_\_\_

Description of services needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there structures on property  Yes  No (Attach explanation of future disposition of structures)

Does the property or building have historic significance?  Yes  No

Was Federal Funding used to purchase this property?  Yes, (attach explanation) \_\_\_\_\_ Acres  No

Fund Source \_\_\_\_\_

Fund Number \_\_\_\_\_ Federal Fund Source \_\_\_\_\_

GIVE JUSTIFICATION FOR ACTIVITY  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments:  USGS Maps/NRCS Maps  Tax Maps  Deeds  Owner Information  Other

Project Priority:  High  Medium  Low

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chief

## Section 2: Administration

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director

## Section 3: REALM Real Estate Section

REALM Use Only

File # : \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Real Estate Administrator

## Section 4: REALM Administration

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chief, Division of REALM