TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
A	(e) Leases (Staff Quarters including garage, storage – Official Residence, Chancery)				SRS		Original, or certified true copy, of chancery and OR lease to be sent to SRS. All others to be retained at mission. Translation into English or French required if written in a foreign language.
A	(f) Acquisitions by freehold or ground lease (Chanceries, Official Residences, Staff Quarters)				SRS		Original, or certified true copy, of title documents (e.g. purchase/sale agreement, title deed, land registry certificate, survey plans/legal description) for purchases to be sent to SRS. Translation into English required if written in a foreign language.
B	(g) Mission Property Management Plans (MPMP)	Report	OCT 1	OCT 13	SRS/AMO		Annual updates of existing reports.
A	(h) Occupancy Agreements – SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.
A	(i) PRIME (Physical Resources Information – Mission Environment)	E-mail/ diskette	Monthly	1st working day of month	SRSI		Software application that enables missions to record and update a wide variety of data on their property. Provides a mechanism to create or dispose of PRIDS, to update Property Forecasts and to print a series of standard reports and upload revised data to the SRD database.
A	(j) Project Requests						
	(i) Major Capital Projects (in excess of $500,000)	Letter			SRSK	PM 10	As required.
	(ii) Capital Alterations and Renovations (CAR) (between $5,000 and $500,000)	Letter			SRSF	PM 10	As required.

Types of reports: A = As required reports   B = Reports that ALL missions must provide on a regular basis
                    C = Reports that small missions are NOT expected to complete   D = Reports to be completed by the Hub