

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
1.	Accommodation						
	(a) Crown Accommodation Statement	EXT 783			MRPL	FSD 25	On initial or subsequent occupancy or on change of SQ.
	(b) Damage Claim (Negligence)	Letter or Telegram			AMA	FAA Sec. 91	Report circumstances to HQ for decision. Copies to MFF, JLA, MRPS.
	(c) Deficiency Adjustment						
	(i) Application – 10% to 30%	EXT 328			MRPL	FSD 25.10	Information Telegram to MRPL giving standard stop dates for action.
	(ii) Application – over 30%	EXT 328			MRPL	FSD 25	As required.
	(iii) Review by HOM or Mission Housing Committee	Telegram	OCT 1 APR 1	OCT 1 APR 1	MRPL	Appendix to FSD 25 Para 11	Distribution copy to AMA.
	(d) Floor Plans and Photos						
	– Staff Accommodation (Floor plan only)	Letter			MRPO		After property acquisition.
	– Chancery and OR floor plans	Letter			MRPC		After property acquisition.
	– Chancery and OR photos	Letter			MRPD		After property acquisition and fit-up.
	(e) Leases						
	(i) Chancery and Official Residence: rec space, garage/storage				MRPA		Original of signed lease.
	(ii) Staff Quarters: garage, storage				MRPO		Original of signed lease.
	(f) List of employees at mission on April 1, of shelter costs to be paid and of occupied SQs	Telegram	APR 1	APR 1	MRPL	Tel announcing revised shelter costs	Annual. Also annual update information (do not send new form).