ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(h) PHREDS Statements						All reports, with exception of (vi), are to be sent by telex/fax using format of EXT form cited. Chanceries and ORS are excluded when specifically requested by HQ.
	(i) Real Property Acquisition	Telex/ EXT 1173			MRCS		After acquisition, by Crown/private lease, or facilities.
	(ii) Building Statement	Telex/ EXT 1175			MRCS		Upon receipt of facility identifiers.
	(iii) Facility Statement	Telex/ EXT 1176			MRCS		Upon receipt of facility identifiers.
	(iv) Lease Statement	Telex/ EXT 1178			MRCS		Upon receipt of facility identifiers; also upon lease renewal or revision due to escalation clause.
	(v) Site Statement	Telex/ EXT 1174			MRCS		Upon receipt of facility identifiers.
	(vi) Building System Statement	EXT 1177			MRCS		Upon receipt of facility identifiers. N.B. use actual form (exclude privately leased facilities).
	(i) Private Accommodation – Application for Shelter assistance	EXT 68	APR 1	APR 10	MRCL/MFFP	FSD 25	On arrival at mission. Annual – update information (do not send new form).
	(j) SQ Leasing Recommendations	Telegram			MRCL	Tel DMC 0045 10 MAR 87	
	(k) Floor Plans and Photos						
	– Staff Accommodation	Letter			MRCS		After property acquisition.
	– Chancery and OR floor plans	Letter			MRPC		After property acquisition.
	– Chancery and OR photos	Letter			MRPD		After property acquisition.