PHREDS 1
ACQUISITION

PRID · • Provide responsibility centre (RC). Provide identifier (ID), if assigned, otherwise blank.

STATUS: check one
- Acquisition is new property that is being added to the inventory.
- Construction is used for new buildings on Crown-held land.
- Update is used for adding information that was previously missing or a change to an existing property such as use, title or expansion. For updates, answer only the questions that reflect the new information and show the new area and number totals.

ACQUISITION ACQUISITION

USE • Check the one *USE* that applies to the primary use of the property.

DATE • Indicate the date that the Crown takes possession or assumes ownership.

TITLE • Check the one *TITLE* that indicates the right of interest to the property.
Purchase-other is used for non-freehold purchases such as condominium or cooperative.

REPLACES • If this new property is intended to replace another property, provide the PRID of the disposed or outgoing property.

ADDRESS • Express in the local manner using English or French alphabets.

BUILDING and SITE
- Indicate which floors of the building are occupied by this new property.
For example, for a two storey house with a basement the answer is "B 1 2".
- Indicate the number of above ground storeys in the building.
For the above example the answer is "2".
- Estimate the year built or if built for the Crown, record the year it was commissioned.
- If the new property shares the site with another established property then provide the PRID of the older property. For example, a third SQ is being leased in the same apartment complex as two other SQs. Provide the PRID of one of the other SQs.
- If the entire site is held, (no other tenants have right to the site), then provide the area of the site. This site area includes land that is occupied by buildings.
- If the entire site is held, provide the number of detached buildings on the site.
For example, for an OR that includes detached servants quarters the answer is "2".

ACQUISITION COSTS
- Provide all costs, excluding Security/Rent deposits, associated with this acquisition.
Report all items that become part of the property.
Do not report items such as transportation, furniture, art, etc.

INCLUDED FEATURES
- Show the *FEATURES* that are included in the acquisition.
These *FEATURES* may or may not be specified in the lease, deed, etc.
- Provide area of designated storage facilities. Indicate if this storage area is in the accommodation, i.e., access to storage does not require exiting the accommodation.

OFFICE SPACE
- The acquisition document is the lease or deed.
The area requested is the one on which negotiations were based.
- The person responsible for this acquisition must initiate the request to MRD Technical Services to complete the required measurements.

OFFICIAL RESIDENCE
- The acquisition document is the lease or deed.
The area requested is the one on which negotiations were based.
- The person responsible for this acquisition must initiate the request to MRD Technical Services to complete the required measurements.

STAFF QUARTERS
- Indicate if this is a representational or non-representational SQ.
- Family rooms and dens are included in the SQ Net area if they are above ground level.
- Finished basements and attics are not included the SQ Net area.
- Measured area for SQs definition is provided on page four of these procedures.