

Federal Excess Personal Property Procedures

Towns may acquire Excess Property items through the State for assistance with fire control efforts. Such items include all-wheel drive vehicles, trailers, generators, and the like, and can be requested through your Forest Ranger. The procedure is relatively simple.

1. A *Request for State Equipment* form should be filled out for all requests. This form is used to initiate screening of excess property as well as to help prioritize towns to receive equipment. This form is included in the manual and may also be obtained through your Forest Ranger.
2. Upon being awarded an excess property item, an *Agreement* shall be completed. This *Agreement* spells out the obligations that the town or city has with the State. These include insurance, housing of equipment, registration, maintenance, returns, etc. This form as well as proof of insurance and registration money (if needed) is to be given to the Forest Ranger for processing in the Concord office. The *Agreement* should be read carefully and all items contained within the *Agreement* be strictly adhered to.