

United States General Services Administration

# Property Management Seminar

MICKEY LELAND FEDERAL BLDG, HOUSTON, Texas

## PROPERTY CUSTODIAN 101

FREE FREE FREE FREE FREE FREE FREE FREE FREE

*Class size limited to 55*

*WHEN: WEDNESDAY, APRIL 30, 2008*

*(8:30 AM – 4:00 PM)*

**WHERE:** Leland Federal Bldg, 1919 Smith St., RM 12N  
HOUSTON, TX 77002

**TRAINER: JAIME HERNANDEZ, Area Property Officer**

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❖ GSAXcess Property Disposal Solutions - A website designed for the Disposal of excess property. Learn how to report property and acquire or dispose of property no longer needed.

❖ GSAAuctions - A Website designed to provide agencies an avenue for the selling of excess property.

❖ Computers for Learning - How agencies can transfer excess computer equipment directly to schools and the other services provided by GSA's Property Management Division.

❖ Other topics: What GSA Does for You in Property Disposal. FEDS Guidelines. The Responsibilities of Property Custodians. The Steps in Reporting Your Property. What To Do and What Not To Do During Inspection. How To Segregate Property Into Lots. How To Write Property Descriptions. The Importance of Advanced Copies of Descriptions. What To Do About Discrepancies After Property Is Reported. How To Handle Payment and Removal of Property. Legal Issues.



FREE FREE FREE FREE FREE FREE FREE FREE FREE

## REGISTRATION FORM

# "Free Seminar"

**NO COST!!**—(Except your travel & per diem)



## ***Property Custodian 101***

**Wednesday, April 30, 2008**  
**8:30am to 4:00 pm**

**Mickey Leland Federal Bldg**  
**1919 Smith Street Rm 12N (12<sup>th</sup> Floor)**  
**Houston, TX 77002**

**FULL NAME** \_\_\_\_\_

**AGENCY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NO** \_\_\_\_\_

**FAX NO** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**To REGISTER:** Complete the above registration information and respond no later than Tuesday, April 18, 2008 via e-mail to [Jaime.Hernandez@GSA.GOV](mailto:Jaime.Hernandez@GSA.GOV).  
Or FAX your registration to **(210) 509-0918**.

*We appreciate your business and look forward to seeing you at the seminar.  
For more information, please contact*

***Jaime Hernandez,***  
***GSA Area Property Officer***

***(210) 509-3407***