CITY OF CRYSTAL LAKE
SURPLUS PROPERTY REPORT FORM

Use this Surplus Property Report Form to identify items that are unwanted, obsolete or broken. A separate report shall be completed for each equipment item or lot. Non-equipment items such as chairs, tables, desks, miscellaneous office supplies, etc. may be grouped as one lot.
Submission of this form to the City Manager and approval of City Council is **required** prior to selling, trading or disposing of City property.

I. SURPLUS PROPERTY DESCRIPTION (If applicable, attach Surplus Vehicle Inspection Form)

Description:

City Bar Code Number (or Inventory Control Number): Year:

Manufacturer: Model: Quantity:

Serial Number: Color: Mileage:

Physical Location of Property:

Condition (check all that apply): ☐ New ☐ Good ☐ Fair ☐ Poor ☐ Needs Repair ☐ Parts Missing

Was this property purchased with Sponsored (Grant or Restricted) Funds? ☐ Yes ☐ No
If yes, attach a copy of the Grant Agreement.

Is this property being leased from another organization? ☐ Yes ☐ No
If yes, attach a copy of the Lease Agreement.

Estimated Market Value[(1)]:

Other descriptive information (i.e., Voltage, Kilowatts, Tank Size, Trailer Mounted, etc.):

II. DISPOSITION ACTION REQUESTED

☐ Transfer
Department/Division Name:

☐ Trade-In
Vendor Name

☐ Sale to the General Public ☐ Dismantle for Parts ☐ Scrap ☐ Junk/Destroy

☐ Other (Explain):

Department/Division Name:

Department Director Signature: Date:

III. COUNCIL APPROVAL (Skip if surplus equipment will be transferred to another City Department)

Council Resolution Number: Date:

IV. CITY MANAGER APPROVAL

The above asset(s) have been approved for disposition with the following exception(s):

City Manager Signature: Date:

[(1)] There are a number of ways to determine the property's estimated market value, including but not limited to, reviewing recent sales of similar items (ebay, etc.), Kelly Blue Book values, appraisals, etc.