

**SAMPLE FORMAT**

This is not an approved Departmental form. Its use is not prescribed, nor is it available from any Departmental administrative source. The requested information may be collected in any desired format.

MEMORANDUM FOR: Augusta J. Bengé, Chief, Real Property  
Branch, HFMPR

FROM: [Insert name], Chief Property Officer,  
[Insert Field Office], [Insert corr. code]

SUBJECT: Annual Review of Aged Inventory

**CHIEF PROPERTY OFFICER'S CERTIFICATION**

This is to certify that I have reviewed all properties listed on the Aged Active Inventory Report, that I have taken all appropriate actions to determine the correct status of the case, and that I am providing all documentation needed to support the requested adjustments to the Single Family Accounting Management System.

\_\_\_\_\_  
Name\*  
Chief Chief Property Officer

\_\_\_\_\_  
Date

\*May be signed only by Chief Property  
Officer or designee