# Template Last Updated 03/08/2024

An adjustment can be made to an approved base real property record to document an acreage adjustment, boundary adjustment, change in purpose, disposal, or encumbrance modification. If more than one adjustment occurs, each adjustment is entered, and approved, separately. It is important to note that an adjustment can only be added when the original (base) record, and any subsequent adjustments, are in the ‘final approved’ status.

# Adjustment Information

1. Date of Adjustment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Adjustment Type (check one and fill out the appropriate section below):
   * Acreage Adjustment
   * Boundary Adjustment
   * Change In Purpose
   * Disposal
   * Encumbrance Modification

***For Acreage Adjustment:***

1. New Total Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Acreage Adjustment Comments (check one)
   * Not Applicable
   * If applicable, enter the statement below

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***For Boundary Adjustment***

1. Boundary Adjustment Comments (check one)
   * Not Applicable
   * If applicable, enter the statement below

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***For Change in Purpose***

1. Acquisition Purposes (select all that apply)
   * Access and Opportunity to Wildlife Dependent Recreation

* Angling
* Boating
* Hunting
* Shooting and Target sports
* Trapping
* Wildlife Watching
  + Desired Fish and Wildlife Habitat
* Cool Semi-Desert Scrub & Grassland
* Freshwater Aquatic Vegetation
* Saltwater Aquatic Vegetation
* Shrub & Herb Wetland
* Temperate & Boreal Forest & Woodland
* Temperate & Boreal Grassland & Shrubland
* Temperate & Boreal Open Rock Vegetation
* Temperate to Polar Alpine & Tundra Vegetation
* Tropical Forest & Woodland
* Tropical Grassland, Savanna & Shrubland
* Tropical High Montane Scrub & Grassland
* Tropical Open Rock Vegetation
* Warm Desert & Semi-Desert Woodland, Scrub & Grassland
  + Existing or Construction of Facilities
* Agency HQ
* Boat Access Site
* Education Building
* Equipment Storage
* Fish Hatchery
* Fishing Access Site
* Maintenance Building
* Public Target Range
  + - * Archery
      * Firearms
      * Other
* Recreation / Habitat Support Infrastructure
* Research Facility
* Visitor Center
* Wildlife Watching Infrastructure
* WMA Office
* Species Management

Identify Managed Species: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Change in Purpose Comments (check one)
   * Not Applicable
   * If applicable, enter the statement below

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***For Disposal:***

1. Disposition Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Disposal (check one):
   * Full Disposal
   * Partial Disposal
3. Disposal Instructions (check one):
   * Administrative Loss
   * Retain Title / Compensate the Program
   * Retain Title / Replace Property
   * Sell Property / Compensate the Program
   * Sell Property / Replace Property
   * Transfer to USFWS or to a Third Party
4. Disposal Comments (check one)
   * Not Applicable
   * If applicable, enter the statement below

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***For Encumbrance Modification:***

1. List Encumbrances

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1. Encumbrance Adjustment Comments (check one)
   * Not Applicable
   * If applicable, enter the statement below

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# Location

1. Geographic Location: Update the Shape in TRACS if applicable (draw a polygon or import a shapefile)
2. Is this location sensitive?

* No
* Yes

1. Describe your location (optional):

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1. Current Fish and Wildlife Primary Habitat (check all that apply and list acres by type):

* Cool Semi-Desert Scrub & Grassland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Freshwater Aquatic Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Saltwater Aquatic Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Shrub & Herb Wetland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate & Boreal Forest & Woodland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate & Boreal Grassland & Shrubland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate & Boreal Open Rock Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperate to Polar Alpine & Tundra Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical Forest & Woodland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical Grassland, Savanna & Shrubland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical High Montane Scrub & Grassland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tropical Open Rock Vegetation - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Warm Desert & Semi-Desert Woodland, Scrub & Grassland - Acres: \_\_\_\_\_\_\_\_\_\_\_\_\_\_