

## 15 FAM 450 REQUIRED DOCUMENTATION

*(CT:OBO-10; 08-24-2006)*  
*(Office of Origin: OBO)*

### 15 FAM 451 NATURE OF DOCUMENTATION

*(CT:OBO-10; 08-24-2006)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. *Unless* local law *requires* the *foreign country to retain the original title deeds*, the post *must* send *them* to the Bureau of Overseas Buildings Operations (OBO) or the Overseas Management Staff in the Bureau for Management, USAID/Washington (USAID/W - M/OMS), *along* with associated title surveys or plot plans (or the original crown leasehold titles with associated title surveys) *and* one signed copy of each. *The local recorder or registrar of land records must certify* signed copies of these documents. The post *must* send OBO or USAID/W (M/OMS) copies of the following acquisition documents:
  - (1) *Sales contracts* (purchase agreements);
  - (2) Exercised options to purchase real property (documentation with payment schedules included); and
  - (3) Title *affidavits* (title searches).
- b. *If* local law *requires* the *foreign country to retain the originals*, the post must send OBO or USAID/W (M/OMS) two signed, certified copies of the title documents or the title document equivalent that *the host country's government and courts* recognize as having equal validity as to proof of U.S. Government ownership.
- c. Wherever possible, contracts and deeds *must* be in the English language. If the local law requires these documents to be executed in the local language, an accurate translation *signed and certified by the translator with the translator's name typed below the signature must* accompany each original and copy.

## **15 FAM 452 DOCUMENT TRANSMITTAL**

*(CT:OBO-10; 08-24-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. The post *must* attach one certified copy of the expert's certificate required by 15 FAM 432.5 to the *payment* voucher and retain one copy.
- b. The post *must* send to OBO or USAID/W (M/OMS) for review one copy of the signed written Boundary and Building Location Survey Report (see 15 FAM Exhibit 432.3), two prints of the survey drawings, and one copy of the engineer's survey certification. The post retains one copy of the report, the original tracing of the survey drawings, and the original of the engineer's survey certification.
- c. Mailing addresses are listed in 15 FAM 170; distribution of long-term lease (LTL) documents is covered in 15 FAM 350.

## **15 FAM 453 THROUGH 459 UNASSIGNED**