**Section 5000.760 Transfer Procedures**

a) The agency holding surplus property (transferor agency) will, at the time of transfer execute a quitclaim deed conveying the property to the State of Illinois. This deed will be recorded by DCMS and a copy maintained in DCMS and State Archives files. At the same time the transferor agency will execute a Memorandum of Transfer using the form provided by DCMS. This form will be maintained by the transferor and transferee agency, DCMS and the State Archives.

b) The transferor agency will remove all items of equipment or commodities not accepted by the transferee agency. The property is to be turned over "as is" but cleaned with all trash removed.