

## Offer of Donations of Property or Services to City of Southport

The City of Southport has a review process in place, for liability reasons, when an offer for a service or property is extended. Please allow us 1-2 weeks for a response. We will get back to you by \_\_\_\_\_ . At that point we will advise you of the next steps in securing the donation if we believe we can responsibly accept the donation.

Name of person or organization offering the donation: \_\_\_\_\_

Address of donor: \_\_\_\_\_

Phone # of donor: \_\_\_\_\_

Email of donor: \_\_\_\_\_

Description of donation: \_\_\_\_\_

Donors projected value of donation: \$ \_\_\_\_\_

1. How would you like the item or service to be used by the City of Southport?
2. Where would you like the item placed and how will it get there? Will you need help from the City? Is there a cost involved? If so, what is the estimated cost? Explain.
3. Does the item require maintenance? If so, what needs to be done and who will provide that service? If you want the City to take on the maintenance, what is the expectation and projected annual cost?
4. What is the projected life span of the item? At the end of usable service, what do you want the City to do with the item? Do you want to be notified? How?
5. Does the item require electricity or a water supply or other service?

Signature \_\_\_\_\_

Date \_\_\_\_\_