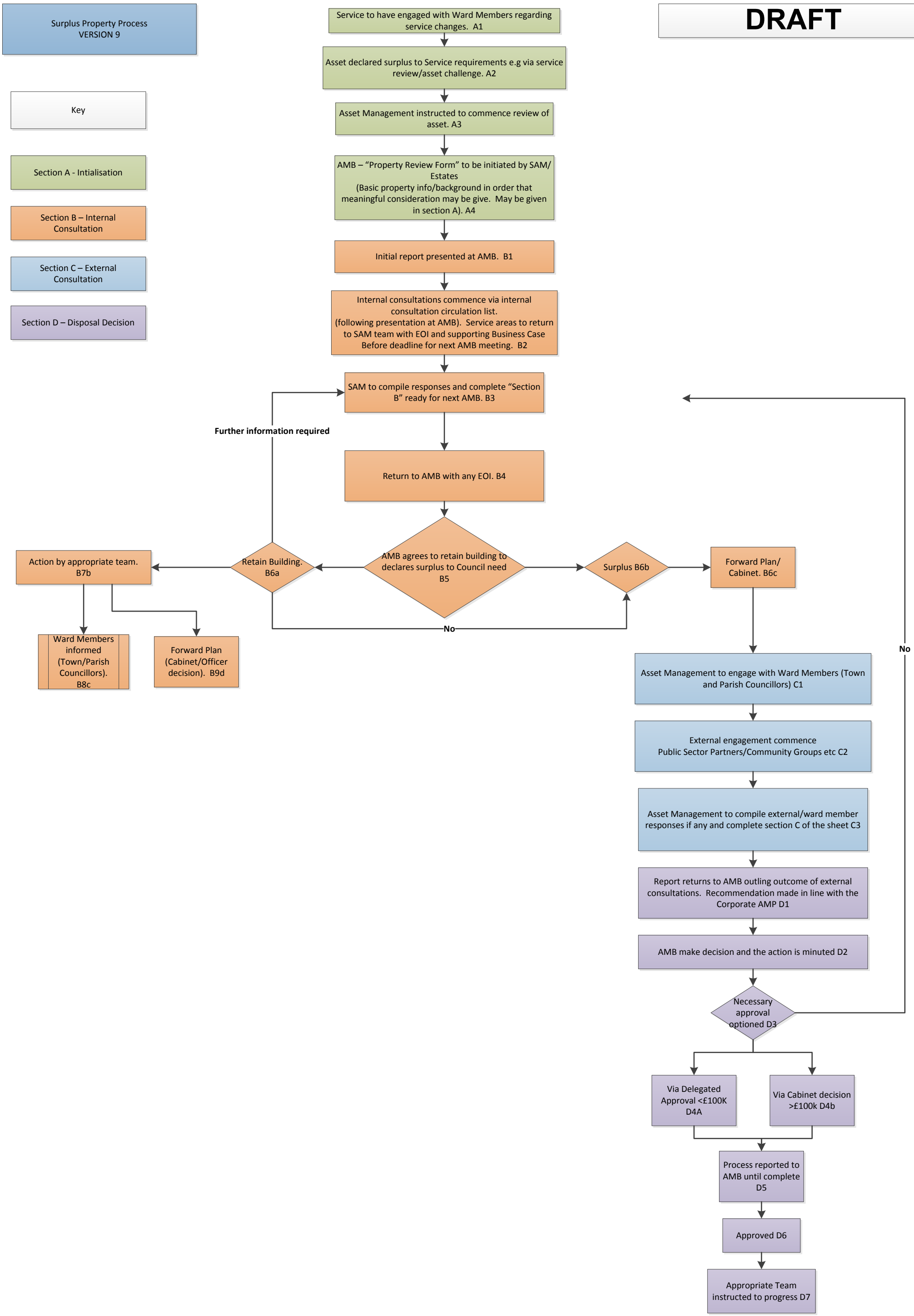Appendix 3 - Surplus Property Process