Deleting or Disassociating a Property Record

You now have the ability to delete a property record or disassociate a property from a cooperative agreement in ACRES. Deleting a property record in ACRES removes all of the property, property information, and activities from the ACRES database. Disassociating a property from a cooperative will delete the property only from the cooperative agreement you specify.

This reference guide will show you how to delete or disassociate a property from ACRES.

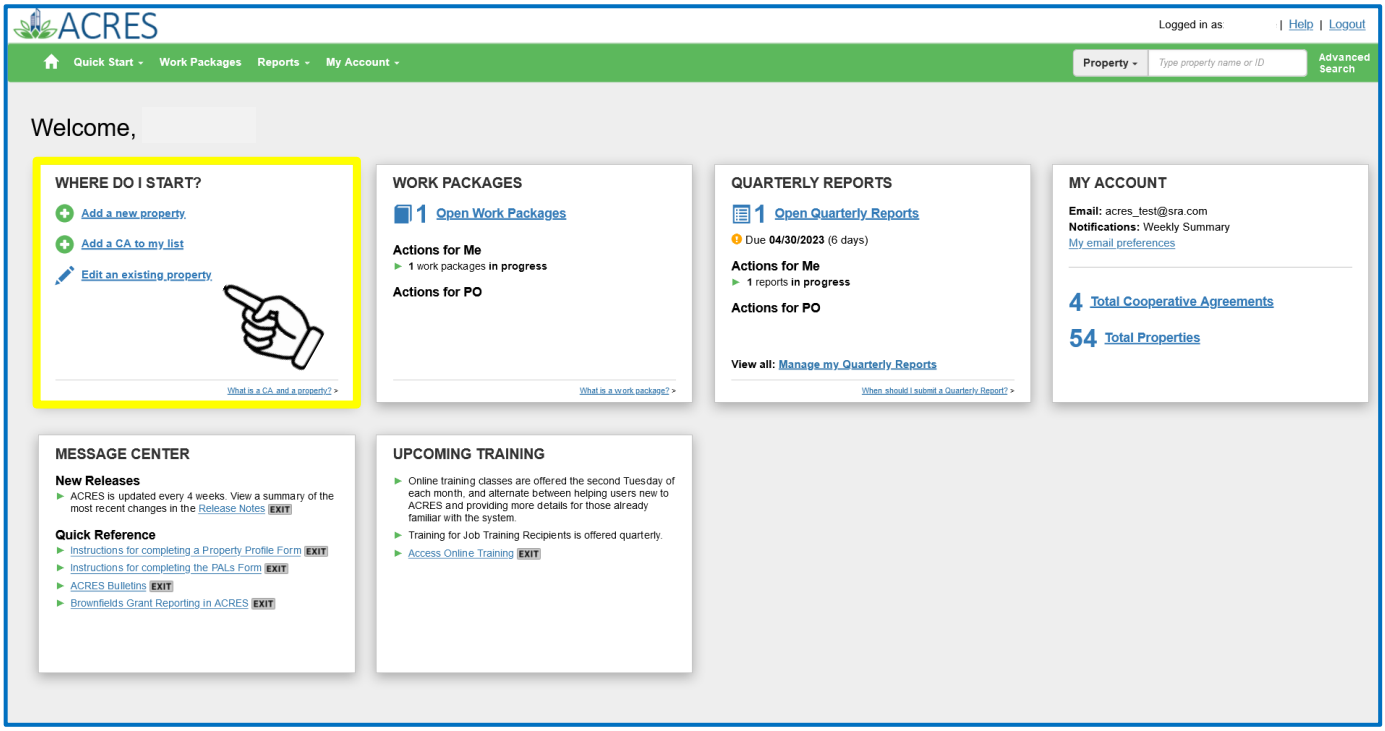
Accessing the Property Profile Form – Part 1: Property Information to delete or disassociate a property

To delete or disassociate a property record, you need to access **Part 1: Property Information** of the **Property Profile Form (PPF)** for the selected property. You can access the PPF – Part 1, by selecting the:

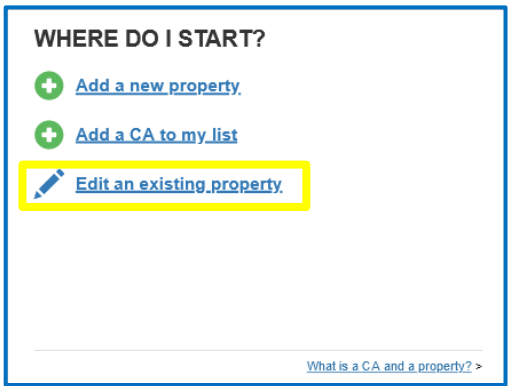
- **Edit an existing property** link on your **Where do I start?** card
- **Total Properties** link on your **My Account** card

Deleting or disassociating a property via Edit an existing property

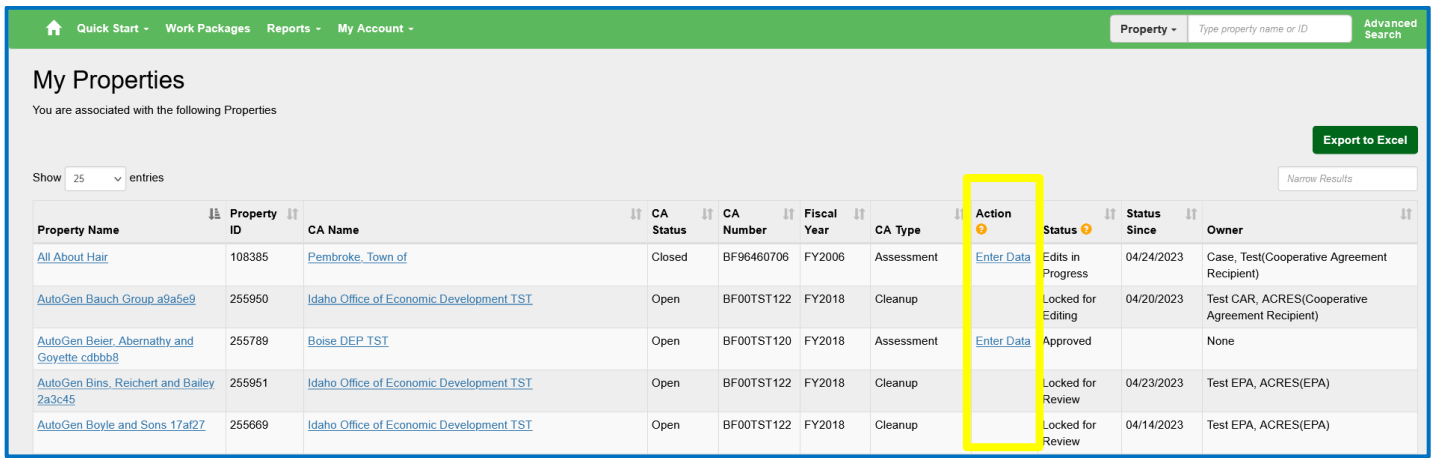
1. On your ACRES Homepage, go to your **Where do I start?** card.



2. Select the **Edit an existing property** link to access the properties with which you are associated.



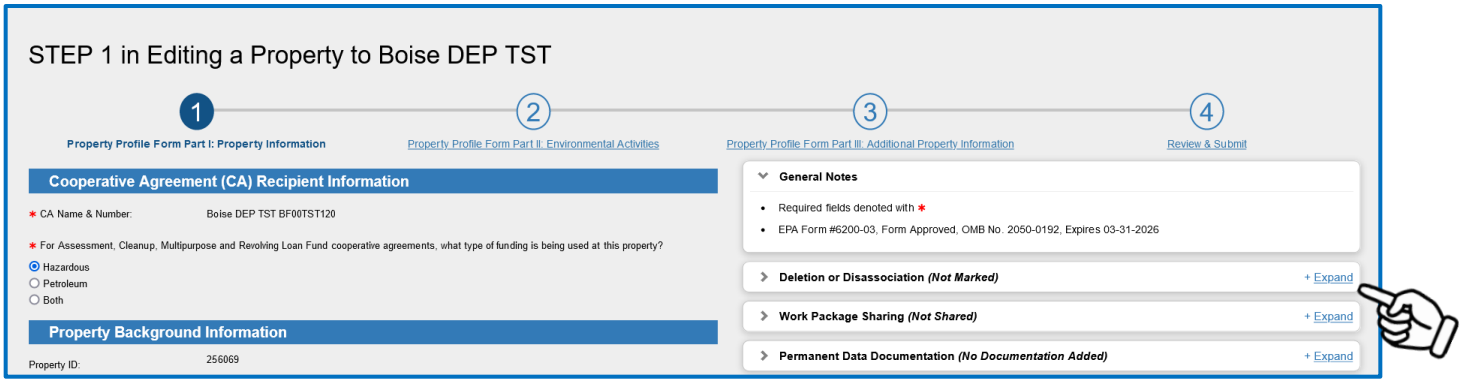
3. You will navigate to the **My Properties** screen, which displays a list of your properties. Select the **Enter Data** link in the Action column for the property you are marking for deletion or disassociation.



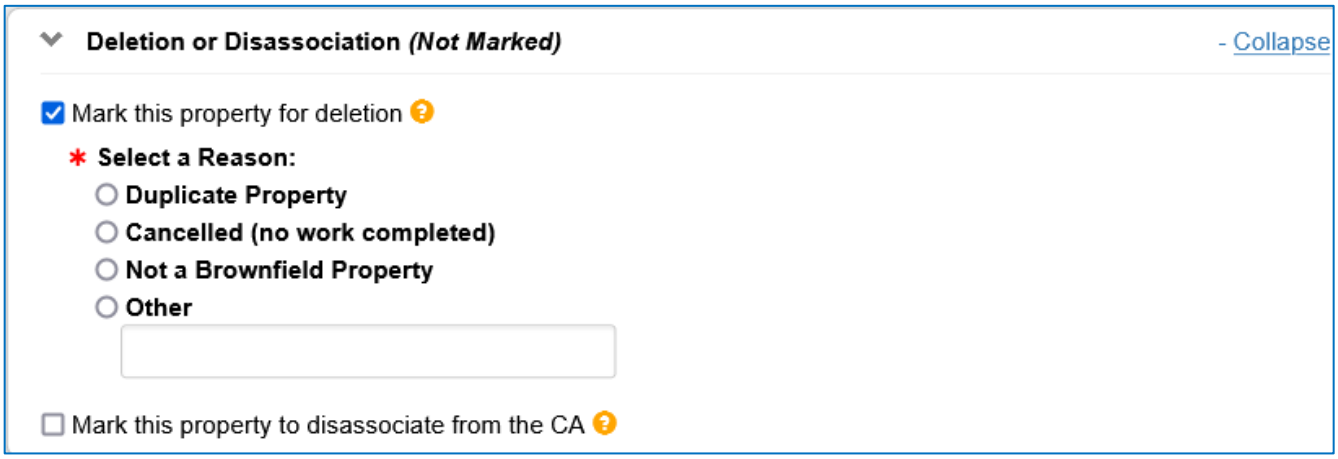
Property Name	Property ID	CA Name	CA Status	CA Number	Fiscal Year	CA Type	Action	Status	Status Since	Owner
All About Hair	108385	Pembroke, Town of	Closed	BF96460706	FY2006	Assessment	Enter Data	Edits in Progress	04/24/2023	Case, Test(Cooperative Agreement Recipient)
AutoGen Bauch Group a9a5e9	255950	Idaho Office of Economic Development TST	Open	BF00TST122	FY2018	Cleanup		Locked for Editing	04/20/2023	Test CAR, ACRES(Cooperative Agreement Recipient)
AutoGen Beier, Abernathy and Goyette cdbbb8	255789	Boise DEP TST	Open	BF00TST120	FY2018	Assessment	Enter Data	Approved		None
AutoGen Bins, Reichert and Bailey 2a3c45	255951	Idaho Office of Economic Development TST	Open	BF00TST122	FY2018	Cleanup		Locked for Review	04/23/2023	Test EPA, ACRES(EPA)
AutoGen Boyle and Sons 17af27	255669	Idaho Office of Economic Development TST	Open	BF00TST122	FY2018	Cleanup		Locked for Review	04/14/2023	Test EPA, ACRES(EPA)

Note: If the property you would like to delete is associated to multiple cooperative agreements, you are performing property disassociation. When clicking the Enter Data link, double check to make sure you are selecting the correct cooperative agreement to remove the property from.

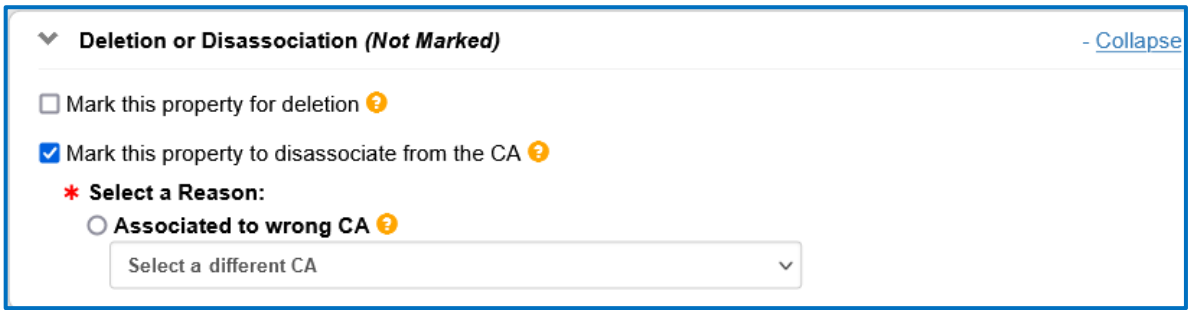
4. The PPF Page, Step 1 in Editing a Property displays. Click the **+Expand** link next to the **Deletion or Disassociation (Not Marked)** row.



5. Once you have clicked the **Mark this Property for deletion**, you will be required to specify a reason for deletion.



Note: When you click **Mark this property to disassociate from the CA**, you have the ability to assign the property to a new cooperative agreement, if applicable.



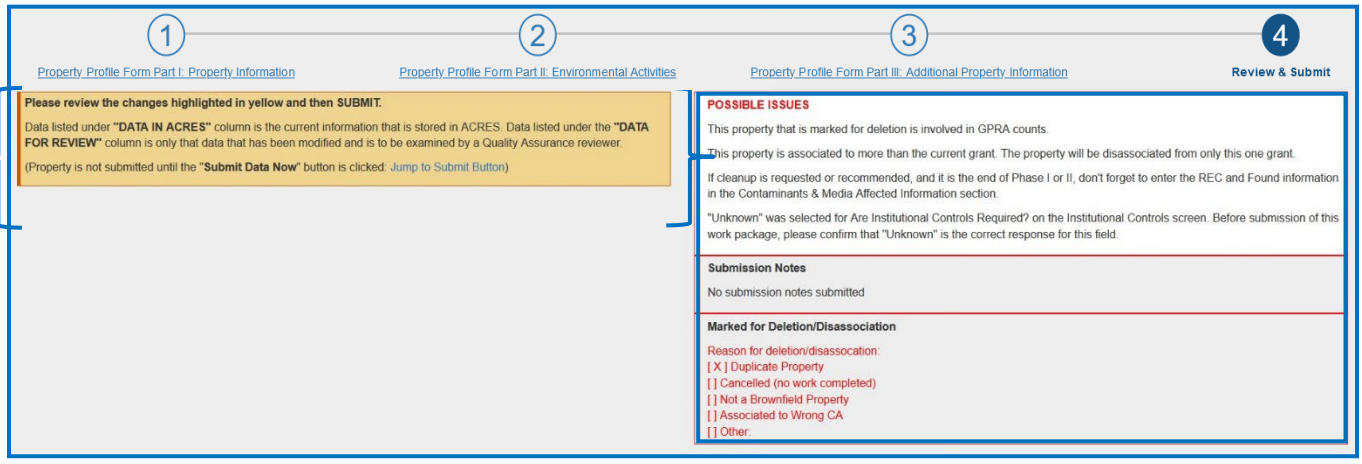
6. Once you have selected **Mark this Property to Disassociate from the CA**, select **Associated to Wrong CA** as a reason.

7. From the drop-down menu, select the CA in which the property will be transferred.

Note: If you do not see the CA you are looking for in the drop-down menu, click **Add Cooperative Agreement** from the Quick Start menu.

IMPORTANT: Once you have marked the property for deletion/disassociation, you will need to submit the work package. The deletion will need to be approved in ACRES by your EPA Project Officer and Headquarters before the property is removed from the database.

Note: When you submit the property to your EPA Project Officer, ACRES will notify you of any possible issues that may arise once the property is deleted. If the property you are deleting is associated to more than one cooperative agreement, ACRES will notify you.



IMPORTANT: If the property you have marked for deletion is associated to multiple cooperative agreements, it will be only be deleted from the grant specified. If you would like to delete the property from every cooperative agreement associated, you will need to repeat these steps from each cooperative agreement.

ACRES Help Desk	
Email	**Acres_help@epa.gov**
Phone	**703-284-8212**
Day/Time	**Mon – Thurs/ 9am -5pm EST**