ACRES | QUICK REFERENCE GUIDE

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
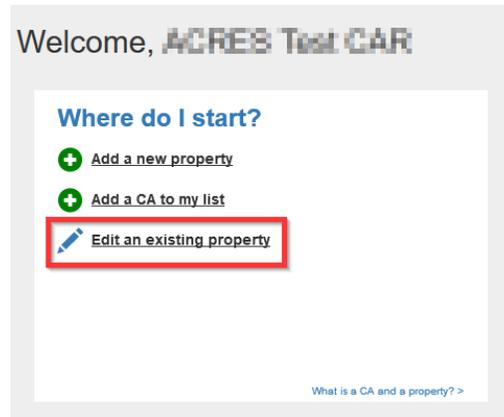- ➢ **My Properties** button on your **My Account** card

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** button 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.

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 3 Editing a Property, displays. Check the Mark Property for Deletion or Disaasociation box to mark the property for deletion.

5. Once you have clicked the Mark this Property for deletion or mark from the CA, you will be required to specify a reason for deletion. If you are disassociating a property from a cooperative agreement, please mark Associated to Wrong CA.

⊘ **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 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**