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STATE PROPERTIES COMMISSION

DISPOSITION REQUESTS

Easement or

Grant of Revocable License Agreement (RLA)

From State

\*\*\*Legislative Approval Required

For all Easement Dispositions\*\*\*

47 Trinity Avenue, S.W., Suite G-02

Atlanta, GA 30334-9006

404-656-5602

[www.spc.georgia.gov](http://www.spc.georgia.gov)

Direct inquiries to Clark Wong (404) 656-2360;

[clark.wong@spc.ga.gov](mailto:clark.wong@spc.ga.gov); or

to J. Wade (404) 463-6161;

[j.wade@spc.ga.gov](mailto:j.wade@spc.ga.gov)

**INSTRUCTIONS**

At least **21 days prior** to the date announced by State Properties Commission (SPC) as the deadline for all items to be considered by the General Assembly. For any State of Georgia real property Disposition request, the agency will send the State Properties Commission (SPC):

* 2 complete and identical printed Request files to the State Properties Officer at 47 Trinity Ave, S.W., Suite G02; Atlanta, Georgia 30334 (1 for SPC; 1 for Attorney General’s Office/AG’s) (1 if only RLA requested)
* 1 complete electronic copy of all file components (pdf, jpg, or tif are acceptable) emailed to J. Wade at [j.wade@spc.ga.gov](mailto:j.wade@spc.ga.gov) and Clark Wong at [clark.wong@spc.ga.gov](mailto:clark.wong@spc.ga.gov). Include contact info of sender, background details:

Detailed Instructions for each component of the files start on the next page. The forms are in Template format. Advance through the fields by pressing the Tab key.

Two identical Request files will be presented to SPC, each in the following format:

* EXHIBITS CHECKLIST- stapled to the left inside the file cover (everything else is on the right side of file). Check off the exhibits in file.
* TRANSMITTAL MEMO/AGENCY RESOLUTION from Agency Head summarizing the business deal and key info.
* NEW FILE REQUEST FORM.
* DISPOSITION-ACTION REQUEST FORM (circle EAS or RLA).
* EXHIBITS for the specific request, separated by tab dividers.

Disposition files must be received by SPC **at least 21 days prior** to the date announced by SPC as the deadline for items to be considered by the General Assembly for any Disposition request. The earlier the receipt the better. SPC and AG file numbers will be assigned by SPC and AG staff. After General Assembly and SPC approval of any easement, SPC staff will deliver 1 file to the Attorney General’s Office.

Without the prior written approval of the State Properties Commission, no department, agency or State official subject to the State Properties Acquisition Law (OCGA § 50-16-38) is authorized or permitted to acquire or dispose of a deed, lease, easement, custody or other conveyance of a real property interest.

Agencies will initiate office leasing requests separately to SPC/Leasing on the Space Request Form found at www.spc.georgia.gov.

**CHECKLIST FOR SPC DISPOSITIONS**

**Easement from State or Grant of Revocable License Agreement**

**ACTION REQUEST**

**(Circle if Easement or RLA or Both)**

Fill out this Checklist, and staple it to the left, inside of file. Remainder of file on right includes: Transmittal memo which explains the deal; New File Form, and Exhibits behind tabs.

**\*Note: Agency is responsible for payment of Appraisals, Survey, Phase I and GEPA Checklist.**

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tract Name for Deed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED EXHIBITS [Disposition: Easement & Revocable License Agreement (RLA)] Exhibits A, B, C, D, & H.**

**EXHIBITS IN FILE**

Exhibit A – AGENCY Resolution; STATE’S Deed AND SURVEY.

Exhibit B – 2 Appraisals (not required if easement OR RLA exclusively benefit state)

Exhibit C – GRANTEE REQUEST (OR LOCAL GOVERNMENT RESOLUTION)

Exhibit D – AERIAL Maps (COUNTY; AND SITE LOCATION)

Exhibit H – Survey AND LEGAL DESCRIPTION

**EXHIBIT EXPLANATIONS**

**Exhibit A – Resolution, EXISTING Deed, AND SURVEY.**

* Agency Resolution approving the proposed request, The resolution should include:
  + approval by the governing board of the requesting department or agency.
* For Constitutional Officers, in lieu of a Resolution, include a letter from the Constitutional Officer.
* All approved and executed resolutions must include explanation of the business deal in the body of the resolution
* For the issuance of a Revocable License Agreement (RLA) a letter from the agency head requesting a RLA and Easement, the date of Agency Board Meeting approving the RLA and easement, the purpose of the RLA and easement and State’s property information.

**Exhibit B – Appraisals.**

TWO APPRAISALS REQUIRED (NOT REQUIRED IF RLA OR EASEMENT BENEFIT THE STATE);

Appraisal & Appraiser Requirements (NOT REQUIRED IF RLA OR EASEMENT BENEFIT THE STATE)

* Appraisals must have an effective date less than one year prior to request submittal to SPC
* 1 of the 2 appraisals must be completed by an appraiser holding a MAI designation.
* Appraisers must be a qualified and disinterested party to the transaction
* Appraisers must be familiar with the subject property’s market area
* Appraiser must have experience appraising properties similar to the Subject, with research in the market area
* Appraisers must be actively Registered or Licensed by the State of Georgia Real Estate Appraisers Board

**Exhibit C – REQUEST OR RESOLUTION**

* Access and Utility RLA or Easements: Request letter from the Grantee. If from a local government, need Resolution.

**Exhibit D – AERIAL MAPS (county & CAMPUS or SITE Maps)**

* County Map with the subject property’s location marked with a red dot.
* Site Map on aerial with subject boundaries in yellow, scaled to a campus or local level to show detail of subject, surrounding properties, and main roads.

**Exhibit H – Survey & WRITTEN LEGAL DESCRIPTION. (drawing WITH COUNTY, LAND LOT, DISTRICT, SECTION OR RLA until EASEMENT’s as-built survey IS completed)**

* SPC file: behind Exhibit H tab include: one loose 11” x 17” original survey at the back of the file, one secured original survey in file, one TIFF image of scaled survey at 200 dpi resolution on CD in file, two print copies of metes and bounds written legal description in Word, and one CD of legal description in Word.
* AG file: behind Exhibit H tab include: eight loose 11” x 17” original surveys at the back of file, one secured original signed and final survey, one TIFF image of scaled survey at 200 dpi resolution on CD to record in County, scaled to full survey size two print copies of metes and bounds written legal description in Word, and one CD of legal description in Word
* If survey has been approved by SPC and AG’s, and already recorded in County, only need 2 print copies in each file of the recorded plat, and a copy of recorded plat on a CD in TIFF format at 200 dpi resolution
* As-Built Survey: must be of a recordable size, as determined by the County Clerk where the property is located:
* Must include the SPC “Certificate of Surveyor” as described on the next page (with blanks filled in).
* Must be stamped and signed and dated by a Georgia Registered land surveyor in contrasting ink on each plat, with surveyor’s registration number
* Must have a Title Block, (as described below this page)
* Must list any/all revision dates and what was revised
* Must state Land Lot, District, Section or Georgia Militia District (GMD)
* Must list acreage by County in Title Block and on the face of the plat
* Must list Deed Book(s) and Page Number(s) which vested the Grantor’s ownership and any corresponding Plat Book(s) and Page(s).

**SUMMARY TRANSMITTAL MEMO**

**REQUESTING SPC APPROVAL**

The agency head’s summary transmittal memo should include all pertinent information regarding the request, including the business deal and:

* Statement of any and all matters known which might affect the use of the property; and a date by which the Easement or RLA transaction must close, if known. How it will benefit the State, if so.
* State’s deed and plat of the underlying land on which the Easement or RLA will be placed.

**Certificate of Surveyor and Title Block**

**CERTIFICATE OF SURVEYOR (Fill in blanks on final survey)**

I hereby certify to all parties interested in the title to the tract(s) of land (unless otherwise stated, hereinafter collectively referred to in the certificate and hereon as “the Land”) surveyed and platted hereon, that this plat: (A) Is the result of a field survey and is an accurate, current and complete representation of the land surveyed and platted hereon; (B) Was prepared in conformity with, pursuant to, and is in compliance with:(1) the minimum standards and requirements of law; (2) OCGA §§ 15-6-67 - 69 amended through the date of this certificate; and (3) all applicable local, county, and municipal ordinances, statutes and specifications; (C) Shows that the Land is tied (in compliance with OCGA §§ 44-4-20 - 31 as amended through the date of this certificate) to the Georgia Coordinate System of 1985,\_\_\_\_\_ Zone, and shows the state plane coordinates of at least two permanent monuments on the survey, expressed in American Survey Feet, and also shows when a National Geodetic Survey monument is within 500 feet of any point on the property mapped or platted, or any point of reference shown thereon; (D) Shows that all bearings are referenced to Grid North, Georgia Coordinate System of 1985, \_\_\_\_\_ Zone; (E) Shows that all corners have been established and marked by either iron pins or concrete monuments which have been found, verified, labeled as to type and left in place; (F) Labels hereon a point of beginning which is located on the perimeter boundary;(G) Shows hereon in a “legend” the meanings of all abbreviations and symbols used; (H) Shows hereon the number, date and nature of all revisions of this plat; (I) Is eligible for recording to the Plat Book records in the office of the Clerk of Superior Court of any county or counties in which the Land totally or partially lies, and clearly indicates acres, land lots, sections district by county(ies); and (J) Incorporates each specifically required item including any as set out in that certain services agreement(s) regarding this plat between the undersigned and \_\_\_\_ agency; and (K) an area map indicating the location of the property.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature, in contrasting ink)

(Name, Email, and Phone # and Fax Printed)

Georgia Registered Land Surveyor No. \_\_\_\_\_\_\_\_\_\_

**TITLE BLOCK FOR SURVEYS**

|  |
| --- |
| Survey for State of Georgia  Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ (name on deed) Tract  \_\_\_\_\_\_\_\_\_\_ Acres  \_\_\_\_\_\_\_\_\_\_ Land Lot (or GMD only), \_\_\_\_\_\_\_\_\_\_ Section, \_\_\_\_\_\_\_\_\_\_ District  \_\_\_\_\_\_\_\_\_\_ County, Georgia |

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**STATE PROPERTIES COMMISSION**

47 Trinity Avenue, S.W., Suite G02, Atlanta, GA 30334-9006

Direct inquiries to J. Wade (404-463-6161) or j.wade@spc.ga.gov

**NEW FILE REQUEST FORM**

(Check one):  ACQUISITION  DISPOSITION  ACTION

Complete a REQUEST TO EMPLOY OUTSIDE PRIVATE COUNSEL (SAAG HIRE) FORM for all Acquisitions, and attach and return that with NEW FILE FORM. Include Checklist, & Transmittal Memo.

Date: THIS \_\_\_\_\_ DAY OF  (month);       (year)

To: State Law Department Through: Steven L. Stancil

Attn: Denise E. Whiting-Pack, DV02 RCA Executive Director

Room 515, 40 Capitol Square, Atlanta, GA 30334 State Properties Commission

From: (signature)

(Print Agency Head) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Agency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please open a new file concerning the following matter:

1. Type of Transaction [Law Department Activity Code]: (check one)

Purchase [MB]  Lease/Estate for years [MG]

Acquisition/Gift [MC]  Revocable License [MH] (No SAAG Hire)

Acquisition/Condemn [MD]  Conveyance [MA]

Rental Agreement [MJ]  Exchange Conveyance [MX]

Easement [ME]  Miscellaneous

EARLY SAAG HIRE Previously sent  EARLY SAAG HIRE Attached to this form

If Conveyance, Easement or Ground Lease:

*[SPC will fill in: Res. Act No.* *\_\_\_\_\_\_\_\_\_\_\_\_*] Agency fill in (Year *\_\_\_\_\_\_*)*.* (*Res. #.**\_\_\_\_\_\_*)

Custodial Agency: (Agency Name):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DNR [48PA]   TCSG [81AA] School:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (Department or Entity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(County): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Agency Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person (if not Official Rep. above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phones: Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name(s)/Address(es)/Phone(s) of Other Party

Name on/for deed or State Document:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Agency/Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State:\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Party is (check one): Seller, Grantor, Lessor, Landlord

**or** Buyer, Grantee, Lessee, Tenant, Condemnee

1. Address/Acreage/Legal of property, including county: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tract Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acreage: \_\_\_\_\_\_ Land Lot \_\_\_\_\_\_ District \_\_\_\_\_\_ GMD \_\_\_\_\_ Section \_\_\_\_\_ Lot \_\_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_\_

Proposed Use:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attach originals of plat/drawing with AG file: (For acquisition, 8 recordable original plats; for easements, 4 copies of plat showing easement area) (SPC file always has 2 plats). Include Seller’s current deed and plat in each file (AG & SPC).
2. Client desires title insurance for all acquisitions? Yes
3. Consideration/value for title insurance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If lease or easement, length of term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Date of Agency Governing Board action or approval (or anticipated date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date of SPC approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPC No. \_\_\_\_\_\_\_\_\_\_\_
7. Does agency intend to build on this property (through GSFIC) in the near future after acquisition?

NO  YES (If yes, please provide plats depicting project site as soon as possible.)

1. Date File Sent to SPC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are all Exhibits Included? Yes No (if not, when?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (see attached checklist)

1. What is the source of the legal authority for the requesting department or agency to deal with the property sought to be acquired or interest conveyed, including revocable license or easement? OCGA § \_\_\_\_\_\_\_\_\_\_\_
2. What is the source of the legal authority of the requesting department or agency to expend its funds for the acquisition of the needed property by the State of Georgia? OCGA § \_\_\_\_\_\_\_\_\_\_\_
3. Legal interest in the property. Are funds available (have GO Bonds been sold)? \_\_\_\_\_\_\_\_\_\_ Requested?\_\_\_\_\_\_\_\_\_\_

**Acquisition**: The legal interest to be acquired in the subject property is:

Fee Simple  Right-of-Way

Leasehold  Easement (circle if Conservation Easement)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or **Disposition**: legal interest to be conveyed is (check one below) & attach existing State deed(s) and survey(s):

Fees simple interest  No (Part of proposed exchange?  Yes \_\_\_\_\_\_\_\_\_\_)

Easement  Ground lease

Revocable License  Custody and Control

Reversion of deed due to discontinued use by agency.

Or **Action**: type of action requested;

Executive Order to transfer custody and control between State agencies.

Executive Order to demolish any building on State of Georgia property.

If acquisition, recommended method is:

Purchase  Lease

Condemnation  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consideration/value for title insurance purposes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Price or Consideration: (fill in the section that applies)

A. **Purchase** – The requesting department or agency recommended (check one)

option  purchase or  exchange price is $\_\_\_\_\_\_\_\_\_\_\_\_\_

The appraised values of the property and dates of appraisals are:

(1) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (effective date of appraisal A).\_\_\_\_\_\_\_\_\_\_ (appraiser 1)

(2) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (effective date of appraisal B).\_\_\_\_\_\_\_\_\_\_ (appraiser 2)

Provide the names and any designations (ex., MAI, etc.) of the appraisers:

Appraiser (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_

Appraiser (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_

(Note: At least one of the appraisals must be conducted by an appraiser designated as MAI.)

OR

B. The property will be acquired for $10; including any easements, land and improvements. For title insurance purposes, the value of the property is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\*Note: Value must be assigned and designated by requesting department or agency.

OR

C. **Ground Lease** – The lease will be for a term of \_\_\_\_ year(s) at a rental rate of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per (e.g., month, quarter, year, etc.)

1. What are the 5-year Strategic Plan, and 5-year Costs for this acquisition?

5‑year Strategic Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5‑year estimated costs, including purchase price: (see Exhibit E) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Funding must be secure and all grants approved before submitting Request to SPC. If public funds will be utilized, fill out sections A and B.

A. The source of funds necessary to begin initial development, improvement, or management of the needed property:

(1)  are available from the present funds of the department or agency.

(2)  will be requested in the department or agency budget request for the fiscal year \_\_\_\_\_.

(3)  will be provided by an agency of the federal government over and above any contribution of the federal government for the land acquisition cost.

(4)  other (give full details and explanation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Proposed development or improvements of the needed property will be completed within \_\_\_\_\_ year(s).

1. Transaction to close by: \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_ Is this date  Preferred or  Required per Contract

(Note: agency shall exercise any option.)

SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month); \_\_\_\_\_ (year)

BY: (signature)

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(AGENCY HEAD) (TITLE)