

# STATE PROPERTIES COMMISSION OF GEORGIA NEW FILE REQUEST FORM

Also fill out REQUEST TO EMPLOY OUTSIDE PRIVATE COUNSEL  
(SAAG HIRE) FORM, attached; return with NEW FILE FORM

Date: \_\_\_\_\_

To: State Law Department  
Attn: Denise E. Whiting-Pack, DV02 RCA  
Room 515, 40 Capitol Square, Atlanta, GA 30334

Through: Steven L. Stancil  
Executive Director  
State Properties Commission

From: (Agency Head and Title)  
(Agency)

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Please open a new file concerning the following matter.

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

- |   |  |
|---|--|
| <input type="checkbox"/> Purchase [MB]            | <input type="checkbox"/> Lease/Estate for years [MG]           |
| <input type="checkbox"/> Acquisition/Gift [MC]    | <input type="checkbox"/> Revocable License [MH] (No SAAG Hire) |
| <input type="checkbox"/> Acquisition/Condemn [MD] | <input type="checkbox"/> Conveyance [MA]                       |
| <input type="checkbox"/> Rental Agreement [MJ]    | <input type="checkbox"/> Exchange Conveyance [MC]              |
| <input type="checkbox"/> Easement [ME]            | <input type="checkbox"/> Miscellaneous                         |

SPC will fill in this line:  Res. Act No. \_\_\_\_\_ ( \_\_\_\_\_ R. \_\_\_\_\_ ) (Res. no.) [5700]

Agency custody in  DNR [48PA]  DTAE [81AA] School: \_\_\_\_\_  
 Other Agency: (Agency Name) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Party is (circle 1): Buyer, Grantor, Lessor, Landlord or Seller, Grantee, Lessee, Tenant, Condemnee

3. Acreage/Location/Address of property, including county:

Acreage: \_\_\_\_\_ Location (City): \_\_\_\_\_ (County): \_\_\_\_\_

4. Attach copies 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).

5. Client desires title insurance for all acquisitions?  Yes

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

7. If lease or easement, length of term: \_\_\_\_\_

8. Date of Agency Governing Board action or approval (or anticipated date): \_\_\_\_\_

9. Date of SPC approval: \_\_\_\_\_ SPC No. \_\_\_\_\_

10. 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.

