Agency Letterhead **(SAMPLE**)

[MMMM DD, YYYY]

Mr. Frank Smith, Deputy Executive Director

State Properties Commission

270 Washington Street, Suite 2-129

Atlanta, Georgia 30334

Re: Certification of Ownership, Project Number, Project Description, Campus/Facility, City, Georgia, County Name County

Dear Mr. Smith:

The Agency Name (Agency Abbreviation) approved the referenced Project on Approval Date (Resolution Letter attached). Prior to bidding the above referenced project for construction, Agency requests certification that ownership of the subject property is vested in the State of Georgia so that all funds for this Project can be released by Georgia State Financing and Investment Commission.

This property was acquired by Agency as inventoried with Real Property Record (RPR) No. #####, State Properties Commission file ###.##. Upon review of the enclosed are the supporting documents, I would like to request that SPC certify that the Agency owns the property for this project.

1. List Each Supporting Document;
2. Deeds should be listed in the following format “Copy of the MMMM DD, YYYY Type of Deed Deed by and between the Grantor Name, as Grantor, and the State of Georgia, as Grantee, which show how title to # of Acres acres of the site for the project is vested in the State of Georgia; and recorded in Deed Book ##, pages ### in the Office of the Clerk of Superior Court of County Name County, Georgia, and on file in the State Properties Commission Real Property Records as RPR# ##### SPC File No. ###.##;
3. Surveys should be listed in the following format “Copy of that Survey dated MMMM DD, YYYY prepared by Survey Company Name and more particularly Surveyor Name, Georgia Registered Land Surveyor Number ####, City Survey Company is located in, Georgia; and recorded in Plat Book ##, page in the Office of the Clerk of Superior Court of County Name County, Georgia and on file in the State Properties Commission Real Property Records as RPR# ##### SPC File No. ###.##;
4. County highway Location Map with site indicated with red dot;
5. Aerial Map;

1. Campus Map if applicable;
2. Engineered Drawing showing limits of construction scaled over the above referenced Plat/Survey;
3. Engineered Drawing showing limits of construction scaled over the above referenced Plat/Survey;
4. Construction Drawing sheets xx.xx, Existing Conditions; Sheet xx.xx, Site Plan, Sheet xx.xx Grading Plan, and Sheet xx.xx Erosion Control Plan, for this project prepared by Design Professional (DP) Name, DP City, [DP State;
5. (if applicable) Copy of Easement with the RPR# ##### SPC File No. ###.## dated Date of Easement by and between Grantor Name, Grantor and Grantee Name, Grantee;
6. (if applicable) Copy of Document Type from Grantee Name to the State of Georgia, giving permission to make off-site improvements;
7. (if applicable) Copy of Encroachment Agreement between Easement Holder Name, Grantor and the State of Georgia, Grantee, permitting Construction/Improvements/Disturbance to the easement area as in RPR# ##### listed above;

Please contact me at (###) ###-#### if you need further information or documentation.

Sincerely,

Name of Signing Party

Signing Party Title

Attachments: # of Attachments

cc: cc'd Parties Names