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**STATE PROPERTIES COMMISSION**

270 Washington Street, Suite 2-129, 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, attach and return with NEW FILE FORM. All files include Checklist, New File Form & Transmittal Memo. Most files require SAAG Hire Form.

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

To: State Law Department Through: Steven L. Stancil

 Attn: Wright Banks, 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 easement, 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. **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 format on page 13)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)