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Instructions

Acquisition, Disposition and Action Requests

270 Washington Street, Suite 2-129

Atlanta, GA 30334

404-656-5602

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

Direct inquiries to

 Ryan Remle (404) 232-1255;

ryan.remle@spc.ga.gov; or

Clark Wong (404) 656-2360;

clark.wong@spc.ga.gov; or

to J. Wade (404) 463-6161;

j.wade@spc.ga.gov

**INSTRUCTIONS**

At least 21 days prior to the date of any State Properties Commission (SPC) meeting, to initiate any State of Georgia real property Acquisition or Disposition request, the agency will send the State Properties Commission (SPC):

* Two (2) complete and identical Request files to the State Properties Officer at 270 Washington Street, Suite 2-129, Atlanta, Georgia 30334 (1 for SPC; 1 for Attorney General’s Office/AG’s)
* One complete electronic copy of all components of the file (pdf, jpg, and tif are acceptable) emailed to Clark Wong at clark.wong@spc.ga.gov , J. Wade at j.wade@spc.ga.gov, and Ryan Remle at [ryan.remle@spc.ga.gov](file:///D%3A%5CUsers%5Ccwong%5CAppData%5CLocal%5CTemp%5CTemp1_Revised%20Land%20Forms.zip%5CRevised%20Land%20Forms%5Cryan.remle%40spc.ga.gov).
* An email attaching 3 documents (the survey, the aerial/area map in color, and the signed agency resolution) with the Agency name, Project and Tract Name and “SPC Agenda documents” in the Email subject line. Email to: j.wade@spc.ga.gov, clark.wong@spc.ga.gov and [ryan.remle@spc.ga.gov](file:///D%3A%5CUsers%5Ccwong%5CAppData%5CLocal%5CTemp%5CTemp1_Revised%20Land%20Forms.zip%5CRevised%20Land%20Forms%5Cryan.remle%40spc.ga.gov). Include contact info of sender, background details: which SPC meeting this is requested for, any special deadlines, needs or details, the date that the print copy files were sent, etc.

Detailed Instructions for each component of the files follow these Instructions. \*\*\* These documents are in Template format.

The Request file will be presented to SPC in the following format:

* EXHIBITS CHECKLIST - 1st page stapled to inside left file cover (everything else on right of file). Check in red the type of transaction. Check in black the exhibits in file.
* TRANSMITTAL MEMO from Agency Head summarizing the business deal and key info
* NEW FILE REQUEST FORM (except for demolition of buildings)
* OUTSIDE PRIVATE COUNSEL (SAAG HIRE) REQUEST (WHETHER A SAAG HIRE OR EARLY SAAG HIRE REQUEST). Agencies shall pay for any expense requiring use of the Attorney General’s Office (AG) or outside counsel.
* ACQUISITION-DISPOSITION-ACTION REQUEST FORM
* EXHIBITS for the specific request, separated by tab dividers.

Funding for Acquisitions/Dispositions must be secured (including approval of any grants) prior to submitting files to SPC.

Legislative approval required for all Easement Dispositions.

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.

**SUMMARY TRANSMITTAL MEMO REQUESTING**

**SPC APPROVAL**

Required for every Acquisition, Disposition, or Action. 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 title to, interest in, or use of the property; and a date by which the transaction must close, if known.
* Statement of funding and of any agreements that will need to be executed between any federal agencies, local political subdivisions, or other State agencies or departments for funding of the acquisition, development, improvements, management or use of the property (attach copies of such agreements or if not available, a written description of the agreements);
* Statement of any other information which could be helpful to the Commission in the acquisition (e.g., attach deed(s), title certificates, title insurance, street address, copies of correspondence between parties, and old plat and any new plat if the action is on a portion of the original tract, with Land Lots, Districts, number of acres per County);
* Statement of how this acquisition fits with and meets the agency’s 5-year strategic plan; and estimated 5-Year costs If G.O. Bond Funds will be used for the acquisition or improvements, to include bond budget issue year and series number/name.

**SPC NEW FILE REQUEST FORM**

**OUTSIDE PRIVATE COUNSEL (SAAG HIRE) REQUEST FORM**

* SPC and Attorney General (AG) file numbers will be assigned by SPC & AG staff respectively upon receipt of these forms.
* Outside Private Counsel is also known as a Special Assistant Attorney General or **SAAG**. Agencies shall pay for any expense requiring use of the Attorney General’s Office or outside counsel (SAAG).
* The SAAG HIRE form is required for all SPC requests except transfer of custody and control, demolition of buildings, a revocable license for which no permanent easement is sought, or a short-term lease for 1-year with two 1-year renewals.
* SPC will deliver the AG’s file to the Attorney General’s Office after SPC approval of any Request requiring AG action.
* No NEW FILE REQUEST FORM is needed for demolition of buildings; all other Requests do require it.

**EARLY SAAG HIRE**

* If closing is imminent, the agency must include in the transmittal memo that the file is delivered before SPC approval, and the date by which the tract must close.
* If an EARLY SAAG Hire is needed prior to an SPC Commission meeting, submit the following to SPC for delivery to the Attorney General’s office: a summary TRANSMITTAL MEMO, NEW FILE REQUEST FORM and OUTSIDE PRIVATE COUNSEL (SAAG HIRE) REQUEST FORM, and all pertinent supporting information (at a minimum: deed to be researched, and current owner, survey, date by which it must close, any known title issues or concerns, as much of the ACQUISITION REQUEST FORM AND EXHIBITS with as much information available at that time). Later, the two complete files with tabs for SPC and the AG’s exhibits are also delivered to SPC prior to the SPC meeting, with the final transmittal memo, NEW FILE and SAAG HIRE form, and the REQUEST form and all required Exhibits. If an Early SAAG Hire was sent previously, say that in the memo and on the SAAG Hire form.
* If a current survey for the requested action is not available, discuss why and when it will be available in the transmittal memo; and include an aerial of the proposed acquisition with estimated acreage, Land Lot, District or GMD, and County Name.

**CHECKLIST FOR SPC ACQUISITION-DISPOSITION-ACTION REQUESTS**

[Check type of transaction in Red Font, and check in **black** the required exhibits enclosed with each file]

Fill out Checklist for this file’s Request, and staple on left inside of file. Remainder of file on right includes: Transmittal memo which explains the deal; and New File and SAAG Hire forms; and Exhibits behind tabs.

\*Note: Agency is responsible for payment of appraisals

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

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

**REQUIRED EXHIBITS FOR ALL TYPES OF REQUESTS TO SPC (Check Request Type and Exhibits in File)**

[ ]  Acquisition: Purchase or Exchange (Exhibits A, B, C, D, E, F, G, H).

[ ]  Acquisition: For $10 (Exhibits A, B, C, D, E, F, G, H).

[ ]  Acquisition: Condemnation (Exhibits A, B, C, D, E, F, G, H).

[ ]  Acquisition: Land Ground Lease to the State (not office leases) (Exhibits A, D, E, H)

[ ]  Acquisition: Easement to State (Exhibits A, B, D, H) Exhibit B appraisal not required if nominal consideration

[ ]  Disposition: Sale or Consideration of $10 (Exhibits A, B, D, F, G, H)

[ ]  Disposition: Exchange (Exhibits A, B, C, D, F, G, H)

[ ]  Disposition: Surplus of Real Property (when purchaser isn’t known) (Exhibits A, B, D, G, H). Appraisals (Exhibit B) are not required at time of surplus, but will be required to establish value prior to releasing an Invitation to Bid (ITB)

[ ]  Disposition: Grant of Revocable License Agreement for 3-year duration (RLA) (Exhibits A, C, D, H)

[ ]  Disposition: Easement from State (A, B, C, D, H) Exhibit B appraisal not required if Easement exclusively benefits State

[ ]  Disposition: Land Ground Leases from the State (not office leases) (Exhibits A, B, C, D, E, H).

[ ]  Disposition: Quit Claim Deed to Revert property interest (Exhibit A; D, G, H \*2 surveys)

[ ]  Action: Executive Order to Transfer custody between State agencies. (Exhibit A, H)

\*Requires 1 file from each agency: 1 Exhibit A for each agency; and \*Exhibit H should be 1 copy of original survey, or new survey if only a portion of property is to be transferred

[ ]  Action: Executive Order for Demolition of any building on State owned property. (Exhibits A, D, H)

\*Requires 1 file: Exhibit A [Including draft Executive Order; Exhibit D Aerial and Campus Location map; and Exhibit H 1 copy of survey or drawing found acceptable by SPC]

**EXHIBITS IN FILE**

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

[ ]  Exhibit B – One Appraisal, IF THE APPRAISED VALUE IS GREATER THAN $100,000.00 WILL NEED A second APPRAISAL (not required if easement OR RLA exclusively benefitS state)

[ ]  Exhibit C – GRANTEE REQUEST (OR LOCAL GOVERNMENT RESOLUTION)

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

[ ]  Exhibit E – (Acquisitions Only); 5-Year Costs if G.O. BondS; and 5-Year STRATEGIC Plan

[ ]  Exhibit F – Phase I

[ ]  Exhibit G – GEPA (Georgia Environmental Policy Act) signed checklist

[ ]  Exhibit H – Survey AND LEGAL DESCRIPTION MEETING SPC Requirements

**EXHIBIT EXPLANATIONS**

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

* Agency Resolution approving the proposed request. The resolution should include:
	+ how the request fits into the agency’s 5-year strategic plan;
	+ approval by the governing board or commission of the requesting department or agency.
* For Sale, Surplus or Transfer of Custody Requests, resolution must contain a statement of “No Further Use”
* For Constitutional Officers, in lieu of a Resolution, include a letter from the Constitutional Officer
* 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.

**For Dispositions, Include a copy of the existing deed(s), survey(s), plat(s) and drawing(s)** associated with the property behind Exhibit A, indicating whether all or part of the specific deed(s) are affected.

[ ]  **Exhibit B – Appraisals or Letter of Value for FEE SIMPLE Donations - NOT REQUIRED IF RLA OR EASEMENT BENEFITS THE STATE)**

One appraisal required – if the value of the appraisal is greater than $100,000.00; a second appraisal is required

* Acquisitions (Purchase, Exchange, Condemnation, Easement);
* Dispositions (Sale, Exchange, Easement).

ACQUISITIONS FROM LOCAL GOVERNMENT: Fee Simple-either (a) a signed Letter of Value from the County Appraiser or Tax Assessor, or (b) ONE appraisal

Appraisal & Appraiser Requirements (not required if RLA or Easement benefits the State)

* Appraisals must have an effective date less than one year prior to request submittal to SPC
* 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

**CONSERVATION EASEMENT:** one appraisal, and Donor’s Letter of CE Value and %

[ ]  **Exhibit C – REQUEST OR RESOLUTION**

* Acquisitions, Conservation Easements, and Fee Simple Dispositions: Provide a signed and fully executed Purchase Option. If an Exchange, provide Exchange Option. Exercise of option will be by the agency after SPC approval.
* Acquisitions for $10 (other than Conservation Easements): County or City resolution and letter. An executed Donation Option if not from a local government. Exercise of option will be sent by the agency after SPC approval.
* Agency is responsible for monitoring Option deadlines, extending Options if needed, and after SPC approval exercising Option at appropriate time.
* Dispositions Access and Utility Easements, Revocable License Agreements, and Ground Leases: Request Letter from the Grantee/Licensee/Lessee.
* Transactions involving a County, City, or State Chartered Authority: In lieu of an Option, the public entity Request Letter and Resolution.

Dispositions to a Local Government Entity

* Request Letter and government’s Resolution must describe the use, and agree to accept the property if legislation is passed.
* If not for Public Use, consideration would be for Fair Market Value, as determined by Appraisal & Appraiser Requirements stated above, or for other consideration as determined by SPC if authorized in legislation.
* If for Public Use only, consideration may be $10 and payment of all outstanding G.O. bonds, and use MUST BE for Public Use in perpetuity. **Local Government must satisfy any outstanding bond debt and due diligence costs.**
* Acquiring local government must put property into active use within 2 years of conveyance from State.

Acquisitions from a Public Entity

* Request Letter and Resolution must specify a consideration ($10 or some other dollar amount).
* Request Letter and Resolution **MUST NOT** contain a reversionary provision based on a specific use, or use by a specific agency, unless being acquired by Department of Public Safety or Georgia Forestry Commission. Reversion would be when no longer needed for State Use.
* Other Reversionary provisions will be considered on a case by case basis
* G.O. Bond funds cannot be expended for improvements on leased property or property with reversionary interests.

[ ]  **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.
* For an Acquisition with proposed construction project, overlay proposed improvement, if available.

[ ]  **Exhibit E (Acquisitions Only): 5 Year Costs if G. O. Bond Funds will be utilized; and 5-Year STRATEGIC Plan (see form for Exhibit E after Exhibit Explanations)**

* If G.O. Bond Funds are to be used, provide a 5-Year outline of the proposed annual costs (including but not limited to staffing, development, improvements, furnishings, management, construction, maintenance, and repair).
* Provide **5-Year Strategic** Plan addressing how the acquisition of this property will fit into the agency’s 5-Year Strategic Plan (what will Agency do with the property, funding status, why need to acquire now, any carrying costs, summary of any planned improvements, etc.).

[ ]  **Exhibit F – Phase I:** Provide a Phase I environmental hazardous materials assessment of the subject

* Must be completed by a (a) Professionally Licensed Environmental Consultant, or (b) properly trained and certified Agency Official who takes liability for the statements attested by signature.
* Required for **ALL** Fee Simple Acquisitions, and shall include GEPA Checklist.
* Required for Fee Simple Dispositions where a GEPA Checklist Report indicated a need for further investigation and property is greater than 5 acres.
* Must be dated within 1 year prior to the date agency submits Request to SPC.

[ ]  **Exhibit G – GEPA** (Georgia Environmental Policy Act) checklist and signed statement of GEPA compliance

* Required for any Acquisition and for any Disposition greater than 5 acres
* Must be completed by a (a) Professionally Licensed Environmental Consultant, or (b) properly trained and certified Agency Official who takes personal liability for the statements attested by signature.
* Required for any Disposition less than 5 acres where an elevated risk of environmental contamination or archeological significance exists or is known
* Not required for dispositions of less than 5 acres with no signs or historic uses typical of posing hazardous risks

[ ]  **Exhibit H – Survey & WRITTEN LEGAL DESCRIPTION**

* 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).

**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 GeorgiaDepartment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name on deed) Tract\_\_\_\_\_\_\_\_\_\_ Acres\_\_\_\_\_\_\_\_\_\_ Land Lot (or GMD only), \_\_\_\_\_\_\_\_\_\_ Section, \_\_\_\_\_\_\_\_\_\_ District\_\_\_\_\_\_\_\_\_\_ County, Georgia |

**EXHIBIT E**

**5-YEAR COST PLAN**

FACILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ACREAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSED USE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | COST |
| ACTIVITY | FY-20      | FY-20      | FY-20      | FY-20      | FY-20      |
| STAFFING | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| DEVELOPMENT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| IMPROVEMENTS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| MANAGEMENT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| CONSTRUCTION | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| MAINTENANCE | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| REPAIR | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| TOTAL | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

### GRAND TOTAL COST: $0.00

Comments on development & operation costs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5-YEAR STRATEGIC PLAN**

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

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**STATE PROPERTIES COMMISSION**

270 Washington Street, Suite 2-129, Atlanta, GA 30334

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: 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 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)

****

**STATE PROPERTIES COMMISSION**

**REQUEST TO EMPLOY OUTSIDE PRIVATE COUNSEL (SAAG HIRE)**

To: The Attorney General Through: Executive Director

 Department of Law State Properties Commission

Attn: Wright Banks

 Commercial Transactions and Litigation Division

 Real Property, Construction, Transportation and Authorities Section

Re:       Brief description of matter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this an Early SAAG HIRE REQUEST? [ ]  Yes [ ]  No Attach previous Early SAAG Request if not new

Pursuant to O.C.G.A. § 45-15-4, this requests the Attorney General to select and employ private counsel (Special Assistant Attorney General, “SAAG”) to assist the Law Department in the matter described above. I understand that the request obligates my organization to reimburse the Department of Law promptly for the fees and expenses to be incurred. Please send reimbursement requests directly to:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I understand that when the attorney is hired, I will receive a copy of the retention letter. It will describe assigned duties, fee terms, billing instructions, and the Law Department lead. I further understand that after review by the Law Department of the bills for fees and expenses by the assigned attorney, the Law Department will ordinarily make payment to the attorney and seek prompt reimbursement by the agency.

This \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month), \_\_\_\_\_ (year).

(signature)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Law Dept. File No. \_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_-02RCA-\_\_\_\_\_\_\_\_-9\_\_\_ (\_\_\_\_\_\_\_)

*To be supplied by Law Department*

SPC File No. \_\_\_\_\_\_\_\_\_\_\_ (*To be supplied by SPC if not known by agency.*)