



ACQUISITIONS/CERTIFICATE OF ACCEPTANCE PROCESS

1. APPLICATION

Acquisitions are handled by the South Carolina Department of Administration's (Admin) Capital Budgeting and Planning Unit of the Executive Budget Office via the Statewide Permanent Improvement Projects (PIP) Program. Once the PIP process is completed with the Capital Budgeting and Planning Unit, and before the closing, Admin's Real Property Services (RPS) will generate a Certificate of Acceptance (COA) upon request. COAs acknowledge to the county that the acquisition has been approved by the state. Unless otherwise exempted, a deed related to the acquisition is to be accompanied by an executed COA in order to be recorded.

With the request for a COA, the agency should provide:

- Survey of the property being acquired;
- Proposed deed;
- Property information form; and
- Seller's vesting deed

To expedite the process, these documents should be submitted to RPS when or immediately following, the final land acquisition PIP is submitted to the Capital Budgeting and Planning Unit for approval. A COA cannot be issued until all governmental approvals of the acquisition are obtained.





2. REVIEW

RPS will review requests in the order they are received and draft the COA document for final approval. Agencies should give RPS a minimum of 15 business days to process these requests. It is the responsibility of the agency to ensure enough time between submitting their request to RPS and the closing date.

3. POST EXECUTION

Once the COA is signed by the RPS division director or deputy division director, it will be circulated back to the agency. Often agencies prefer to pick up the original signed certificate in person. RPS will then add this property to the agency's inventory list.

