

REAL PROPERTY SERVICES

REAL PROPERTY TRANSACTION SUBMISSION & APPROVAL FORM

Please provide all of the following documents to our office, as applicable:

- Written notification declaring the property as surplus to the agency’s needs, and, therefore, requesting Department of Administration and/or State Fiscal Accountability Authority approval to dispose of said property. Request letter should also include reason for disposing of the property, what is being proposed (downsizing, relocation, etc.), and benefits expected.
- Copy of any and all pertinent documentation (board/governing commission minutes, resolutions, etc.) indicating that the proposed sale has been approved by the governing body.
- Appraisal report (not more than one year old)
- Survey or plat of the property
- Copy of existing deed
- The questionnaire below

QUESTIONNAIRE

	YES	NO	N/A
Is the property subject to any deed restrictions which might negatively impact the sale of this property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any easements of record affecting the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property subject to any restrictive covenants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property subject to any leases, licenses or agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of any potentially contaminating substances in the building materials or elsewhere on the property, e.g. lead paint, asbestos?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any hazardous substances used or stored on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any above-ground or underground storage tanks on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any monitoring wells on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the property currently, or in the past, been used for any activity that could cause soil or groundwater contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an environmental site assessment been performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the agency complied with governmental requirements, if any, in connection with the disposition of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any expenses related to the disposal of the property? If so, please provide documentation of the expenditure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

/	/	/
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (PRINT)	SIGNATURE	DATE SIGNED
EMAIL:	PHONE:	

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AUTHORIZATION AND APPROVAL

This form is required for submission of real property transactions for approval to the Department of Administration and/or the State Fiscal Accountability Authority. It is the responsibility of the agency or institution to complete this form and submit it to the Division of Facilities Management and Property Services. Upon approval of the transaction, a copy of this form with the authorizing signatures will be returned to the agency contact and serve as acknowledgement of the Department's and/or Authority's approval of the transaction as required. (Ref. SC Code Sections 1-11-58 and 1-11-65)

Controlling Agency: _____

Acreage: _____ Building Square Footage: _____


Street Address: _____

City/Town: _____ County: _____

Appraised Value: \$ _____ Date of Appraisal: _____

Sales Price: \$ _____ Purchaser: _____

Disposition of Proceeds: _____

Requesting Agency Official:	_____	
	Print Name/Title/Office	
	Signature _____	Date _____
Reviewed by (RPS):	_____	
	Signature _____	Date _____
Property Manager:	_____	
	Signature _____	Date _____
Legal Review:	_____	
	Signature _____	Date _____
Division Approval:	_____	
	Signature _____	Date _____
	Signature _____	Date _____
Admin Approval:	_____	
	Signature _____	Date _____
Authority Approval:	SFAA Meeting Date* _____	
	<i>*For transactions of more than \$1 Million, approval of the State Fiscal Accountability Authority is required in lieu of the Department of Administration.</i>	