

**REAL PROPERTY TRANSACTION SUBMISSION AND 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 the South Carolina Department of Administration (Admin) and/or State Fiscal Accountability Authority (SFAA) approval to dispose of said property. Request letter should also include the 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 painting, 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"/>

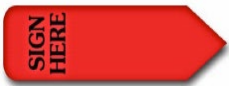
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (PRINT)      SIGNATURE      DATE SIGNED

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**AUTHORIZATION AND APPROVAL**

This form is required for submission of real property transactions for approval to Admin 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 authorizing signatures will be returned to the agency contact and serve as acknowledgement of Admin’s and/or SFAA’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>		