**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? | | | | |  | | |  |  |
| Are there any easements of record affecting the property? | | | | |  | | |  |  |
| Is the property subject to any restrictive covenants? | | | | |  | | |  |  |
| Is the property subject to any leases, licenses or agreements? | | | | |  | | |  |  |
| Are you aware of any potentially contaminating substances in the building materials or elsewhere on the property, e.g. lead painting, asbestos? | | | | |  | | |  |  |
| Are any hazardous substances used or stored on the property? | | | | |  | | |  |  |
| Are there any above-ground or underground storage tanks on the property? | | | | |  | | |  |  |
| Are there any monitoring wells on the property? | | | | |  | | |  |  |
| Has the property currently, or in the past, been used for any activity that could cause soil or groundwater contamination? | | | | |  | | |  |  |
| Has an environmental site assessment been performed? | | | | |  | | |  |  |
| Has the agency compiled with governmental requirements, if any, in connection with the disposition of the property? | | | | |  | | |  |  |
| Do you have any expenses related to the disposal of the property? If so, please provide documentation of the expenditure. | | | | |  | | |  |  |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | / | | | | / | | | |
| 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\*

*\*For transactions of more than $1 Million, approval of the State Fiscal Accountability Authority is required in lieu of the Department of Administration.*