

# **POLICY: 3.3.12.** (II. C. 12.)

## **Real Property Acquisitions and Leases**

**Revised:** November 4, 2010

**Last Reviewed:** November 4, 2010

**Adopted:** May 10, 2001



### **POLICY:**

All real property acquisitions, whether purchased or donated, must be approved by the State Board and the State Properties Commission.

Prior to approval by the State Board, the president of a technical college shall consult with the Commissioner as to the need of the property for the college. If acquisition is approved by the Commissioner, the Director of Facilities Management at the System Office shall request approval of the acquisition by the State Board.

At the time the property acquisition is presented to the State Board for Approval, the following documents shall be in the Office of Facilities Management:

- 1) Two written appraisals of the property prepared by appraisers who are members of the Appraisal Institute (MAI);
  - 2) A plat of survey of the property prepared by a Georgia Registered Land Surveyor; and
  - 3) A Phase I Environmental Site Assessment of the property.
- After approval of the acquisition by the State Board, the Office of Facilities Management shall forward to the State Properties Commission a request for approval of the acquisition.

A request for the rental or lease of off-campus space shall be submitted to the Director of Facilities Management at System Office for approval. After approval, the Director of Facilities Management shall notify the State Board of the proposed rental or lease and submit a request to the State Properties Commission to formalize a rental agreement with the Owner/Landlord of the space to be rented as required by law. The State Board must approve leases of (1) spaces exceeding 5,000 sq. feet of interior space or (2) a space of any size when either a college's foundation or any governmental entity will be the landlord.

### **RELATED AUTHORITY:**

- O.C.G.A. § 20-4-11 – Powers of the Board
- O.C.G.A. § 20-4-14 – TCSG Powers and Duties
- O.C.G.A. §50-16-30 through §50-16-47
- Attachment 3.3.12.a1. Space Management Form
- O.C.G.A. § 50-5-30

# SPACE REQUEST FORM



DOAS/SBS, SPACE MANAGEMENT  
TWO NORTHSIDE 75 - SUITE 134  
ATLANTA, GEORGIA 30318-7701  
404/352-4890 FAX 404/352-4889

DATE \_\_\_\_\_  
RENTAL AGREEMENT # \_\_\_\_\_  
FY \_\_\_\_\_

Assigned to: \_\_\_\_\_

**(1.) TYPE OF REQUEST**

NEW                      RENEWAL                      RENEGOTIATION                      EXPANSION                      OTHER

**(2.) REQUESTED BY**

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

Phone: \_\_\_\_\_

Coordinator

**(3.)**

City/County of Occupancy

Occupancy Date Desired

Budgeted Rent Amount

Number of People

**(4.) LOCAL CONTACT**

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

Phone: \_\_\_\_\_

Contact Person

**(5.) CURRENT RENTAL INFORMATION**

Monthly Rate \_\_\_\_\_

Utilities \* \_\_\_\_\_

Janitorial \* \_\_\_\_\_

TOTAL \_\_\_\_\_

\*- if not included in rent

NEED SPECIAL REQUIREMENTS TO  
COMPLY WITH THE AMERICANS WITH  
DISABILITIES ACT (ADA)

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**(6.) CURRENT BUILDING PROBLEMS NOT CORRECTED**

LANDLORD NOTIFIED IN WRITING? Yes \_\_\_\_\_ No \_\_\_\_\_

**(7.) REASON FOR REQUEST/REMARKS**

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

**(8.) I CERTIFY THAT THE SPACE REQUESTED ABOVE IS NECESSARY FOR THE PROPER FUNCTION OF THE AGENCY NAMED AND THAT SUFFICIENT FUNDS ARE AVAILABLE.**

NAME OF AUTHORIZED REQUESTING OFFICIAL

SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

Title

DATE

\_\_\_\_\_