

APPENDIX E: FORM AND CRITERIA FOR EVALUATING

**Evaluation of a Proposed or Potential
Real Property Acquisition**

Date: _____

Completed by: _____

Telephone: _____

Identifying Data

College: _____

Site acreage; size, nature and age of improvements: _____

Location of property: _____

Current owner of the property: _____

Understanding the Anticipated Acquisition

Value of the property: \$ _____

Estimated total principal cost to acquire the property: \$ _____

Expected terms and conditions of the acquisition and source of funds:

If the property is not to be purchased outright, the expected source of loans or credit for the purchase price is:

Uses of the property:

-Now _____

-As intended by the college _____

Relationship of the property and its intended use to the college's main campus:

-Location/geographic _____

-Programmatic/service _____

Criteria for Evaluating

- 1) How would the acquisition and proposed subsequent use of the property support the role, mission and purpose of the college, the district and the community and technical college system? Attach meeting minutes and resolutions by the college trustees applicable to this property acquisition.
- 2) How does the property and its proposed use relate to the physical master plan and the program plan of the college?
- 3) How does the property, and its proposed, use relate to the needs and interests of the community and how has the community expressed its support or nonsupport of the proposed acquisition?
- 4) What repairs can be expected to be necessary to the acquired property within six years of the acquisition, at what cost, and from what source of funds?
- 5) Does the college, envision any program improvements to the property, for what purpose, how soon after acquisition, and from what sources of funds?
- 6) What involvement of staff from the state Department of General Administration or Department of Transportation Real Estate Division has occurred or will occur in the acquisition process? Has relocation cost been estimated if residences are being purchased?
- 7) What preliminary documents or agreements are expected to be executed prior to the actual purchase agreement, and by what entity? Has State Board and HECB approval been obtained by the college?
- 8) How will the college provide for the future obligations generated by the real property acquisition for operations and maintenance? What is the net increase in cost to the college and what resources are identified to manage the property once acquired?