Deed or Easement
1. Justification letter
2. RPM-1
3. 1-2 Photos
4. Map showing property in the Master Plan
5. Warranty deed
6. Submit by campus to start the flow

Fact-Finding

Acquisition of Gift Property

YES
NO

Acquisition (not by gift) or Disposal

Is this transaction included in or consistent with the approved Facilities Master Plan?

YES
NO

Acquisition
Disposal File for Approval
Regroup

TBR OFD
Reviews documentation to ensure readiness
Discusses with Chancellor to ensure intent

Proceed
Cancel
Request additional information or action

Acquisition by gift that incurs no financial obligation
Disposal of real property acquired by gift
Acquisition by gift that obligates state expense to improve or operate
Acquisition or disposal in fee interest

Submit to Stream for approval by SBC/ESC

Easements are signed by Commissioner, AG's Office, and Governor

Conduct an environmental identification survey of property and all structures. Identify contaminants, including asbestos, PCBs, underground storage tanks, hazardous wastes, and other environmental concerns. If found, include plan for disposal or neutralization, with cost estimates and identification of responsibilities.

Does property include any structures?

YES
NO