


3. Acquis/Disp of Real Property	TBR						SVC		Institution				State-Wide					
 <p>Legend: L=Lead Responsibility S=Support A=Approve I = Informed</p> <p>Flowchart(s): P330</p>	Project Manager	Proj. Mgr. Director	Contracts Manager	Const. Rep./Sch.	Construction Director	Planning Director	Exec. Dir./V. Ch/Chan.	Designer	Contractor	Facility Coordinator	Physical Plant	Program Personnel	Vice Pres./President	State Building Com.	Tn. Higher. Edc. Com.	Dept. of Finance & Adm.	State Fire Marshal	Regulatory
3A Deed or Easement																		
Phase 3A.1 Fact Finding																		
1. Determine whether to acquire or dispose of property						S	S			L	S	S	A					
2. Determine key aspects of transaction: Acquisition (gift or non-gift) or disposal? Included in Facilities Master Plan?						S				L								
3. Consider and assess relocation impact (if any)						S				L	S							
4. Coordinate the conduct of an environmental identification survey and develop follow-up plan if needed	S					S				L	S							
5. Coordinate the conduct of a facilities evaluation survey of any buildings located on the property	S					S				L	S							
Phase 3A.2 Approval																		
1. Submit 5 copies of key documents to OFD: Real estate transaction request form Recorded deed to property Survey of property Tax assessor's map Facilities evaluation (if req'd) Environmental identification (if req'd)						I				L	S	I	A					
2. Assess all documentation for quality and completeness before proceeding						L	A											
3. Approval by SBC if required						L	S							A	S	S		
4. Execute title transfer instrument						S	A			I						L		
5. Distribute instrument						L				I								
6. Modify master plan accordingly						S				L								