



Board of County Commissioners
Office of Purchasing
Title: Sale of Real Estate

Procedure No: PP-200

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Effective Date: 1/11/07 Supersedes Date: 12/7/06

I. Purpose

To provide for procedures regarding:

- * Offers to Buy Real Estate from the County

II. Responsibility

1. All offers to buy surplus County owned real estate from the County shall be forwarded to the Office of Purchasing, which is designated as the Division responsible for the procedures relating to the disposition of offers to buy real estate owned by the County.
2. The Administrative Services Department will be responsible for establishing a value for the property and will accept the County Property Appraiser's listed value and/or contract with an outside appraiser to obtain a current market value of the property.

III. Sale of County Owned Real Estate

The Administrative Services Department will notify at a minimum, the following departments: Engineering, Road Operations, Parks & Recreation, Facilities management, Neighborhood & Environmental Services (NEFI/CRA/EQD) and Planning & Zoning to determine if there is a current or future need to the County.

If it is determined that there is no current or future need for the surplus real estate, the Office of Purchasing shall dispose of same in accordance with State Law, F.S. 125.35:

http://www.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0125/SEC35.HTM&Title=->2004->Ch0125->Section%2035#0125.35

IV. Legal Review

Prior to BCC approval of the sale of County owned real estate, the Office of Purchasing will refer the purchase to the County Attorney's Office for a legal review of the sale and shall insure that all applicable advertising procedures and requirements are accomplished.