

C.1.3.2 (Procedure) Sale of Surplus College District Real Estate

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.1.3](#) - Appropriations and Revenue Sources

Approved: 8-18-09

Amended: 7-28-15

Reviewed: 12-7-16

Standard procedures for the sale of surplus College District real estate are as follows:

1. The administration shall identify all real estate owned by the College District.
2. The administration shall recommend to the Board the owned real estate that is to be declared surplus.
3. The Board may direct the administration advertise for bids to purchase the real estate declared surplus as permitted by applicable law.
4. The administration shall determine if each parcel has clear title and sale is legal.
5. The administration shall maintain reasonable current appraisals of all real estate declared surplus.
6. The administration shall advertise for sale of surplus real estate, reserving a right to reject all bids.
7. The administration shall tabulate bids received and recommend sale or retention to the Board.
8. If the Board approves the sale of the real estate, the administration shall sell the real estate as directed by the Board.

Publication Notice

Before land owned by a college district may be sold or exchanged for other land, notice to the general public of the offer of the land for sale or exchange must be published in a newspaper of general circulation in either the county in which the land is located or, if there is no such newspaper, in an adjoining county. The notice must include a description of the land, including its location, and the procedure by which sealed bids to purchase the land or offers to exchange the land may be submitted. The notice must be published on two separate dates and the sale or exchange may not be made until after the 14th day after the date of the second publication. *Local Gov't Code 272.001(a)*

Legal Reference - TACC Policy Reference Manual

CAL(LEGAL) - Appropriations and Revenue Sources: Sale, Trade or Lease of College-Owned Property