

REAL ESTATE SERVICE REQUEST

Refer to instructions on pages 3 and 4 and complete all applicable sections.
Accuracy in completing this request will guard against delays and possible accounting errors.

SECTION 1		REQUEST DATE
SUBMIT TO: DEPARTMENT OF GENERAL SERVICES REAL ESTATE SERVICES DIVISION CUSTOMER ACCOUNT MANAGEMENT BRANCH 707 THIRD STREET, SUITE 6-301 WEST SACRAMENTO, CA 95605 (IMS Z-1)		FOR RESD USE ONLY ACCOUNT / PROJECT NUMBER ASSIGNED PARCEL(S) NUMBER ASSIGNED AMENDED RESD's CONTACT FAX NUMBER TELEPHONE NUMBER
REQUESTING AGENCY		
ADDRESS TO WHICH CORRESPONDENCE SHOULD BE SENT		
AGENCY CONTACT PERSON		
TELEPHONE NUMBER	FAX NUMBER	

SECTION 2—PROJECT INFORMATION (Agency must provide maps, if applicable)

PROJECT NAME /COUNTY

PROPOSED USE

SECTION 3—PROJECT FUNDING INFORMATION (Check appropriate box)

(Enter Budget Line Item)		(Enter Agency Billing Code)	
<input type="checkbox"/> BUDGET ITEM		<input type="checkbox"/> BILL DIRECT	
(Enter Budget Line Item)		<input type="checkbox"/> SPECIAL LEGISLATION (If this box is checked, provide a copy of the special legislation with your request.)	DEPARTMENT OF FINANCE FUND CODE
<input type="checkbox"/> REAPPROPRIATION			
<input type="checkbox"/> ARCHITECTURAL REVOLVING FUND (If this box is checked, attach a copy of Form 22.)			
DETAILS IF NEEDED			

SECTION 4—RESD's SERVICES REQUESTED (Check appropriate box)

<input type="checkbox"/> ACQUISITION *	<input type="checkbox"/> BUDGET ESTIMATE	<input type="checkbox"/> PROPERTY MANAGEMENT
<input type="checkbox"/> ACQUISITION REVIEW	<input type="checkbox"/> GIFT DEED	<input type="checkbox"/> RELOCATION ASSISTANCE
<input type="checkbox"/> APPRAISAL REPORT	<input type="checkbox"/> LEASE OF STATE-OWNED PROPERTY	<input type="checkbox"/> SALE OF SURPLUS LANDS
<input type="checkbox"/> APPRAISAL REVIEW	<input type="checkbox"/> PROACTIVE ASSET MANAGEMENT	<input type="checkbox"/> TRANSACTION REVIEW

* If settlement cannot be reached, will agency consider condemnation: If yes, what date do you need possession of property?

☐ YES ☐ NO

DATE REQUESTED ACTION NEEDED

COMMENTS

(Continue on Page 2)

REAL ESTATE SERVICE REQUEST**SECTION 5—PROPERTY OWNER OR OTHER PARTY INFORMATION** *(Attach additional sheets if necessary)*

NAME

MAILING ADDRESS *(Number and Street or P. O. Box)**(City, State and Zip Code)*

TELEPHONE NUMBER

SECTION 6—CEQA COMPLIANCE☐REQUIRED—IF REQUIRED, ATTACH NOTICE OF DETERMINATION
OR NOTICE OF EXEMPTION☐NOT REQUIRED—IF NOT REQUIRED,
PLEASE EXPLAIN☐

NOT APPLICABLE

SECTION 7—PROPERTY INFORMATIONSIZE *(Acres / Square Feet)*

LOT SIZE

ZONING *(If known)*

CURRENT USE

TOPOGRAPHY

IMPROVEMENTS

TENANT OR BUSINESS RELOCATION

☐

YES

☐

NO

ASSESSOR'S PARCEL NUMBER(S)

PROPERTY ADDRESS

REMARKS

SECTION 8—AGENCY PROJECT APPROVAL***The delegated agency official whose signature is affixed below certifies that all fiscal impacts, staffing information, and justification relating to this request, are accurate, complete, and are based on either A or B below, as checked.***☐

A—Actual funding approved in the most recent budget

☐

B—As approved by the Department of Finance

AGENCY AUTHORIZED SIGNATURE

TYPED NAME AND TITLE

DATE SIGNED

**SECTION 9—STATE PUBLIC WORKS BOARD INFORMATION**☐

SUBMIT TO STATE PUBLIC WORKS BOARD

☐

SITE SELECTION

☐

SETTLEMENT

☐

BOTH

MEETING DATE PREFERRED

REAL ESTATE SERVICE REQUEST**Instructions for completion of STD. 29
Real Estate Service Request****SECTION 1**

Complete the date and requested information on the left side of the Request.

SECTION 2—PROJECT

Provide the name of the project and the proposed use. [Example: **Project Name:** Temescal Conference Grounds; **Proposed Use:** Conference Center and Open Space.] **Your agency must provide maps, where applicable.**

SECTION 3—PROJECT FUNDING INFORMATION

Proper completion of this Section is very important.

If the project has an appropriation in the budget, complete the line item information as **Chapter/Budget Year, Line Item** [Example: **Ch. 139/94, Item 3790-301-786 (4)**].

If the budget appropriation was reappropriated, provide **both** the original funding as shown above and the reappropriation information in the same manner.

If an Agency Bill Direct Account is used, provide the five-digit billing code applicable to the project. (Example: 28000 for Fish and Game; 81000 for Water Resources.)

If the Architectural Revolving Fund is used, attach a copy of Form 22, Public Works Project Authorization and Transfer Request. The Real Estate Services Division (RES D) will make the determination whether to use Government Code Section 15863 (PAL), where necessary.

If the project is funded by special legislation, provide a copy of such legislation.

Provide the Department of Finance Fund Code, where applicable. Refer to the Fund Section of the Uniform Codes Manual prepared by the Department of Finance.

If additional space for explanation is needed, use the space provided or attach separate sheet(s).

SECTION 4—RES D's SERVICES REQUESTED

Indicate the services being requested by marking the appropriate box(es). Indicate the date requested services are needed. Indicate if settlement cannot be reached and whether your agency would consider condemnation, as well as the date of required possession of property.

SECTION 5—PROPERTY OWNER OR OTHER PARTY INFORMATION

Provide the name, mailing address, city/state/zip and phone information for the party from whom the property is to be acquired for our primary contact with the owner.

SECTION 6—CEQA

Compliance with the California Environmental Quality Act of 1970 (CEQA) is required BEFORE real property can be acquired for the State's use. The agency requesting the acquisition is normally the "lead agency" as defined in CEQA and, as such, is responsible for compliance with CEQA. Further information regarding CEQA compliance is spelled out in the Resource Agency Guidelines, as well as the State Administrative Manual (SAM) and Public Resources Code (PRC) Section 21000, et seq.

DGS's Real Estate Services Division's Professional Services Branch (PSB) has a section that specializes in CEQA compliance and will provide assistance in connection with your acquisition project.

SECTION 7—PROPERTY INFORMATION**Size**

Show acreage for parcels greater than one acre. Show square footage for parcels less than one acre.

Lot Size

Show size if rectangular shaped (i.e., 40' x 80'). If irregular shaped, put N/A.

Zoning

If known, show zoning as assigned by the city or county assessor's office.

Current Use

Residential, business, agricultural, grazing, vacant land, etc.

Topography

Types (i.e., level, rolling, hilly, swampy, etc.).

Improvements

Brief description (i.e., farm house and farm; fencing and wells; etc.).

Tenant or Business Relocation

If property is occupied or if vacant but has animals or equipment to move, please check yes.

Assessor's Parcel Numbers

Provide APNs covered in project.

Property Address

Street address if available or subdivision (i.e., Lot 3, Block 5) or Assessor's Parcel Number if available.

Remarks

Provide additional or pertinent information.

REAL ESTATE SERVICE REQUEST**Instructions for completion of STD. 29
Real Estate Service Request
(Continued)****SECTION 8—AGENCY PROJECT APPROVAL**

The person authorized and designated to request RESD's services must sign.

**SECTION 9—STATE PUBLIC WORKS BOARD
INFORMATION**

Acquisitions, Acquisition Reviews, and Sales of Surplus Property, unless exempted by Legislation, must be approved by the State Public Works Board. Contact RESD's Professional Services Branch's Acquisition Services Unit at (916) 375-4035 if you have any questions.

DOCUMENTS NECESSARY FOR REQUESTED SERVICES

Requested Service	Attached Applicable Documents
Acquisition	<ul style="list-style-type: none"> • Appraisal or refer to appraisal on file • Title report, if available • Project location map • Parcel map • CEQA document
Acquisition Review	<ul style="list-style-type: none"> • Appraisal or refer to appraisal on file • Title report, if available • Project location map • Parcel Map • CEQA document • Inventory Record • SPWB Approval of Settlement Request (Form RES 111) • Property Acquisition Agreement • Grant Deed • Certificate of Acceptance • Escrow Instructions • Settlement Summary (Form RES 108)
Appraisal Report or Update/Budget Estimate	<ul style="list-style-type: none"> • Title Report, if available • Project location map
Budget Estimate/Lease	<ul style="list-style-type: none"> • Parcel map
State-owned Property/Relocation Assistance	<ul style="list-style-type: none"> • Additional information affecting relocation
Sale of Surplus Lands	<ul style="list-style-type: none"> • Legal description • Archives acquisition documents • Maps, if available • Reason for sale
Appraisal Review	<ul style="list-style-type: none"> • Appraisal
Gift Deed	<ul style="list-style-type: none"> • Gift Deed Summary (Form RES 212, Part 1) • Gift Deed • Certificate of Acceptance (Attached to deed with signature block of Department of Finance)

Requested Service	Attached Applicable Documents
Gift Deed (Continued)	<ul style="list-style-type: none"> • Title Report • Summary of Title Report Exceptions • Copies of Title Exception Documents • Implied Dedication Study/Certification of Visual Inspection • Project Location Map • Parcel Map • CEQA Document <ul style="list-style-type: none"> - Notice of Determination - Notice of Exemption
Proactive Asset Management	<ul style="list-style-type: none"> • Appraisal or refer to appraisal on file • Title report, if available • Project location map • Parcel map • CEQA document • Inventory Record (Form RES 111) • SPWB Approval of Settlement Request • Property Acquisition Agreement • Grant Deed • Certificate of Acceptance • Escrow Instructions • Settlement Summary (Form RES 108) • Toxic Reports • Preliminary Site Assessments • Geothermal/Geotechnical Reports • Copies of All Leases on Property • Copies of Documents Referenced in Title Exceptions • Aerial Photographs, if available
Property Management	<ul style="list-style-type: none"> • No Documents Apply (at this time)
Transaction Review	<ul style="list-style-type: none"> • Deed (with Certificate of Acceptance attached) • Acquisition Agreement/Purchase Contract • Approved Appraisal • Title Report

INSTRUCTIONS FOR STD. 29 CHANGES OR AMENDMENTS

If any changes occur once the project is in progress (e.g. change in funding source; billing code; number of parcels involved), provide a memo describing the changes and referencing the parcel and project numbers.