

Surplus Property Sales Check List

Property Name Harts Mill (Old)

SSL # 889

ABMS # 121919

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| INITIATION AND DUE DILLIGENCE | COMPLETED |
| 1. Surplus Property Letter Received from Agency | 1/25/07 |
| 2. Prepare CRUISE to Obtain ABMS Number | Done |
| 3. Request Historical Deed form Archives/Agency | Done |
| 4. Pull SPI Property Property Information | Done |
| 5.Prepare Property Fact Sheet5. | Done |
| 6.Notice to State Agencies of Availability 6.1 If needed by another Agency, request PSB to prepare transfer of jurisdiction. If no request, proceed to # 5 | 10/20/08 |
| 7. Order Preliminary Title Report | |
| 8. Verify legal description, confirm specific property to be sold and analyze exceptions to title | |
| 9. Site inspections to photograph, observe general conditions, encroachments and adverse possession | |
| 10. Analyze land use issues, general plan designation/zoning, opportunity for enhancement, etc. | |
| 10. Check with seismic, special projects and environmental services for activity requiring disclosure | |
| 12. Obtain FMV appraisal for "as is" sale value. | |
| SUBSEQUENT TO LEGISLATIVE AUTHORITY FOR DISPOSITION | |
| 13. Obtain SSL # from SPI and post to fact sheet together with legislative authority | |
| 14. Prepare web site posting information with local agency /affordable housing organization response form for BOPP to post | |
| 15. Note Deadline for local agencies and non-profit affordable housing developers to respond to web posting | |
| 15.1 If response received, contact local agency/non-profit to assure full understanding of limitations of the new G.C. 11011.1 as to time for entering into Purchase and Sale Agreement, due diligence and close of escrow. | |
| 15.1.1 If time constraints understood and funds are available, prepare letter | |

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| 15.1.1 If time constraints understood and funds are available, prepare letter designating agency/non-profit as Buyer and provide draft of P&S with form of Quitclaim Deed and Right of Entry Permit attached, preliminary title report and other disclosure information. Note time(s) for performance and proceed through close of escrow. | |
| 15.2 If no interest expressed by the above within 90 days of posting of availability on web site, proceed to step 15. | |
| MARKETING STRATEGY | |
| 16. Determine appropriate marketing method | |
| 17. Change status on the web site. Prepare and post Invitation to Bid, Offer Form, draft P&SA, Quitclaim Deed and Right of Entry documents | |
| 18. Post "for sale" sign on property with web page, phone number and e-mail address | |
| 19. Set bid date and post to web site. Post notice of bid date on Property | |
| 20. Advertise in local newspaper and note bid date. | |
| 20.1 Set pre-bid/proposal session (or Open House if appropriate), note date in ad and post on web site. | |
| 21. Receive sealed bids. | |
| 22. Open and record bids on bid sheet with witness, per approved procedure. Proceed with auction if posted | |
| DOCUMENTATION OF SALE | |
| 23. Award bid to highest qualified and complying bidder. | |
| 23.1 The second high bid is retained until designated buyer signs | |
| 23.2 Return all other bidder deposits with copy of bid sheet | |
| 24. The Buyer signs P&SA and increases deposit | |
| 25. Prepare escrow instructions and open escrow | |
| 26. Buyers' due diligence completion date | |
| 27. Prepare agenda item for Public Works Board approval, if applicable | |
| COMPLETE SALE AND CLOSE FILE | |
| 28. Sale proceeds wired to State account per escrow instructions | |
| 29. Form 307 prepared and sent to BOPP | |
| 30. Form 109 prepared and sent to SPI with granting document | |
| 31. File closed out and retained or sent to Records Storage | |