

REQUEST TO ACQUIRE REAL PROPERTY

South Carolina Code Section 1-11-58 requires the Department of Administration to review its central listing of surplus real property to determine if an agency's need for real property can be met from existing state-owned property. In order to comply with this statutory requirement, you are requested to complete the following form and send it to the Capital Budgeting Unit, 1205 Pendleton Street, Edgar A. Brown Building, Suite 529, Columbia, South Carolina 29201, prior to submitting an A-1 form to establish a project for a new land acquisition.

Agency Code: _____ Agency Name: _____

Contact Person: _____ Phone: _____ Date: _____

Statement of Need: (Explain why the property is needed, not the purpose it will be used for):

Amount of Land Needed: _____ County in which land is needed: _____

Preferred Location: _____

Suitable Alternate Locations: _____

Briefly describe the type of property needed in sufficient detail to enable our review of the records of available surplus property to ascertain whether such property may be suitable for your needs:

FOR DEPARTMENT USE ONLY:

Identification of property located on surplus property lists which may meet the above need:

Notified agency of property(ies): Name: _____ Date: _____

ADMIN Representative Initials: _____ Date: _____