

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

Last Amended:

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 to sell the real estate declared surplus at no less than appraised value.
4. The administration shall determine if each parcel has clear title and sale is legal.
5. The administration shall acquire appraisals of all real estate declared surplus.
6. The administration shall advertise for sale of surplus real estate.
7. The administration shall tabulate bids received and recommend sale 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.

Legal Reference - TACC Policy Reference Manual

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