# Flow Chart of The Property Acquisition Process

## Acquisition Process
- Department initiates request to purchase property by submitting Property Action Request to GSA Director

## Site Selection
- Identify Service Area Boundaries
- Review County Property for available sites
- Canvas private market
- Make list of potential sites
- Evaluate sites
- Send letters of interest to selected sites
- With requesting department, select optimal site(s)

## Site Review
- Assist requesting department to file application and plans to Government Facilities Hearing Coordinator
- Attend Site Review Committee Meeting

## Appraisals
- Solicit proposals from appraisal firms
- Submit agenda item for BCC authorization to appraise, negotiate and conduct due diligence studies of site
- Attend Appraisal Selection Committee Meeting along with requesting department
- BCC approval
- Send selected appraiser signed agreement requesting that they commence assignment
- Review appraisals

**Site acceptable?**
- No → Site Selection
- Yes → Neighborhood Meeting

**Is value within budget?**
- Yes → Negotiations
- No → Site Selection

## Neighborhood Meeting
- Attend meeting with requesting department

## Negotiations
- Send offer letter to property owner
- Meet with property owner to negotiate

## Community Council Meeting
- Site Review Committee Report is finalized
- Submit item to FDRD
- Attend meeting

**Price negotiated?**
- Yes → Contract Prepartion

## Governmental Facilities Hearing
- Agenda item is prepared for public hearing approval by BCC (must be either before or in conjunction with an approval of contract)
- Notify surrounding property owners
- Post sign on property
- Advertise in newspaper

**GF approved by BCC**
- No → Governmental Facilities Hearing
- Yes → Closing Process

## Contract Prepartion
- Obtain title abstract from property owner
- Prepare contract
- Submit to Section Supervisor
- Submit to County Attorney's Office
- Send to seller for execution
- Negotiate terms of contract
- Revise contract
- Seller's execute contract
- Prepare, submit BCC agenda item for contract approval

**Contract approved by**
- No → Contract Prepartion
- Yes → Closing Process

## Closing Process
- Order title commitment
- Order survey
- Order environmental audit
- Order structural inspections (if approved)
- Review due diligence reports
- Insure that outstanding items are resolved, ie title issues, environmental, survey rasters
- Schedule closing
- Request prorations of taxes, special assessments
- Send memo to Risk Management if improved property
- Review legal documents w/ County Attorney's Office
- Prepare closing statement
- Submit check requests to finance