

Procedure	Last Update:
Sale or Exchange of County Owned Real Property	February 2018

References: County Policy Manual- Sale or Exchange of County Owned Real Property

Purpose: To establish a procedure for the sale or exchange of County Owned Real Property

Procedure: Sale or Exchange of County Owned Real Property

A. Tax Deeds and Open Space

This procedure does not apply to the sale or exchange of real property conveyed to the County by tax deed pursuant to 39-11-100.3 et seq. or to the sale or exchange of real property acquired with Open Space Funds.

B. Evaluation of the Request

1. All requests for sale or exchange of County Owned Real Property shall be referred to the Director of Facilities Management. Interested parties shall be encouraged to submit a completed Property Offer Form.
2. The Director of Facilities Management or his/her appointed designee shall contact appropriate staff and coordinate the evaluation of the request for impacts on county operations for a determination as to whether the property may be useful or necessary to the County presently or in the future for public projects, as public projects are defined in C.R.S. Section 30-20-310(2).
3. The Director of Facilities Management shall present a staff recommendation to the County Manager for consideration of the Board of County Commissioners. Such recommendation shall also include a recommendation on whether or not a broker is desirable for the transaction as provided in Section D below.
4. The Board of County Commissioners shall make a determination as to whether or not to offer the County Owned Real Property for sale or exchange.

C. Public Sale Procedures

1. If the Board of County Commissioners decides to offer a property for sale, the Director of Facilities Management or his/her appointed designee(s) shall:
 - a. Obtain an appraisal of the property if necessary.
 - b. The Director of Facilities Management shall post the property with a "for sale" sign for a minimum of 30 calendar days, notify the adjacent properties owners, and notify the general public in a manner deemed most appropriate for the property and/or as directed by the County Manager or the Board of County Commissioners.
2. The County Attorney's Office will prepare a purchase agreement for execution by the parties as indicated in the County's Policy (the "Agreement") and present the Agreement to the Board of County Commissioners for approval.

D. Trade Procedures

If the Board of County Commissioners decides to offer the property for exchange, the County Attorney's Office shall prepare an agreement setting forth terms and conditions of the exchange and present the Agreement to the Board of County Commissioners for approval.