Kansas State University Disposal of Real Property Request Form PPM Chapter 7650

**Submit this completed form to the Vice President for Administration and Finance (VPAF) at** [**vpaf@k-state.edu**](mailto:vpaf@k-state.edu%20) **to dispose of real estate for review by the VPAF and the Chief Government Relations Officer (CGRO). Proposals should be received no later than July 1 and must answer the following questions:**

1. **What university unit head is requesting the disposal of property?**
2. **How did the university acquire the property? Purchase, gift, deed, other?**
3. **When did the university acquire the property?**
4. **What is the property being used for currently?**
5. **Why is the property no longer needed?**
6. **Indicate what the real property includes (i.e. a tract of land, land with a building or other improvements, building only, etc.). Be specific.**
7. **Is there a current legal description of the property? If yes, please attach legal description and indicate the source of the legal description (i.e. county plat documents, survey, etc.).**
8. **Are there restrictions to selling the property (i.e. covenants)? If yes, please attach restrictions.**
9. **Has the property ever been appraised? If so, when? Please attach appraisal ( required by K.S.A. 75-3043a). Appraisal should be completed by August 30 of any calendar year.**
10. **Is there a survey of the property? If so, how current (date)? Please attach survey (required by K.S.A. 75-6611). Survey should be completed by August 30 of any calendar year.**
11. **Is there a prospective buyer? Is the prospective buyer the KSU Foundation or other university affiliate?**
12. **Is there a specific need from the university for the proceeds from the sale of the property?**
13. **Additional Information:**

NOTES:

* 1. **A notice of intent to sell real property must be published in the Kansas Register for 30 days before execution of any documents. (K.S.A. 75-430a(d))**

Submitted by: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Department Email Phone