
ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE

DIVISION: **Transportation & Development**

SECTION: **Real Property/Survey**

PROCEDURE #: **ERE-3**

SUBJECT: **Contracts for Sale and Purchase & Sales Agreements**

DATE: **11/13/01** **REVISION #:**

PREPARED BY: **Bob Wigglesworth**

APPROVED BY: **Matthew Dominy, P.E., Director Of Public Works**

POLICY: **Contract for Sale or Purchase and Sale Agreement, are the two documents that are used when the County buys or sells real property.**

The Real Property Coordinator's Office (RPC) will undertake the following tasks when they are presented with a request to purchase or dispose of a piece of real property.

1. The first step is to order an Opinion of Value of the property from the Property Appraisers office. If the Opinion of Value is more than \$20,000.00 then an appraisal from an independent appraiser is ordered; if the purchase price is over \$500,000.00 then appraisals by two independent appraisers have to be ordered.
2. A survey of the property is either ordered or assigned to the County survey crew.
3. A Contract for Sale or a Purchase and Sale Agreement is prepared for the property. Each contract or agreement is tailored to the specific acquisition.
4. A purchase price is determined, and the seller's signature is obtained on the contract/ agreement.
5. Once the contract has been signed, a Title and Encumbrance search and a Title Policy are ordered.
6. A Blue Sheet is prepared, and the Contract, sketch and location map are attached.
7. The Real Property Coordinator, Assistant Public Works Director and the Public Works Director review and initial Blue Sheet which is then processed in accordance with the Departments Blue-Sheet procedures.

After the Contract is approved by the Board, the Contract is signed by the County Attorney, Commission Chair and Clerk of the Court and returned to the RPC's office.

Once the RPC's office receives the approved Contract:

1. The deed, affidavits, subordinations, check request for the property and check request for the documentary stamps, if the County is purchasing, and closing statement are prepared and a closing date is scheduled.
2. After the closing, the RPC's office sends the signed deed, by memo to the Contracts Coordinator for approval and signature by the County Attorney, Commission Chair and the Clerk of the Court.
3. After approval and signature, the Contracts Coordinator returns the deed to the RPC's office. The RPC's office fills out the Transfer of Interest form and attaches to the deed for recording in the public records of Alachua County at the Official Records Department. (Note: Only pay the Doc Stamps on a deed, no recording costs).
4. When the Deed is returned to the RPC's office after recording, a Blue-Sheet is processed so that a copy of the deed is included in the Board's Minutes. (Note: Any property that is purchased has to be sent back to the Board for inclusion).
5. Send copy of deed to the seller for their records, with a cover letter.
6. Plot deed on county maps in our office.
7. File deed by section, township and range in the fire-proof file cabinet.