

FAP 220-16-00
SURPLUS REAL PROPERTY DISPOSITION

Pursuant to KRS Chapters 45A and 56, the Finance and Administration Cabinet, Department for Facilities and Support Services, Division of Real Properties shall be responsible for the disposition of all real property owned by the Commonwealth of Kentucky except property owned by universities that have elected to administer their real property functions pursuant to KRS 164A.555 to 164A.630.

The agency requesting to surplus property shall forward to the Division of Real Properties a written request declaring the property surplus with all supporting documentation. **Unless the secretary of the Finance and Administration Cabinet determines it is in the best interest of the Commonwealth to proceed otherwise**, the property shall be sold by sealed bid or at public auction, subject to the provisions of KRS 45A.045, KRS 56.463 and the following procedures:

1. Upon receipt of the agency's written request and all supporting documentation requested by the Division of Real Properties, including the agency's recommended manner of disposition, the Division of Real Properties shall review and evaluate the request.
2. The Division of Real Properties shall notify any governmental agency deemed to have a likely interest of the surplus real property availability.
3. If the Division of Real Properties concurs with the agency's recommendation, an Official Order authorizing the disposition shall be submitted to the secretary of the Finance and Administration Cabinet for review and final approval.
4. If required by law, or if it is determined to be necessary by the Division of Real Properties, a survey and appraisal of the property shall be performed.
5. The Division of Real Properties shall publicize the availability of surplus real property. The publication shall include a description of the property, date of bid opening, auction date and any special restrictions. The requesting agency shall be responsible for advertising costs and any signage on surplus real property.

All administrative costs associated with disposition of the property shall be the responsibility of the requesting agency. If the secretary of the Finance and Administration Cabinet approves a negotiated sale, associated costs may be passed on to the grantee.