

 <p>Category: Facility Management / Safety Financial</p> <p>Responsible Office: <a href="#">Office of Capital Facilities</a></p>	<p>Procedure Title: Acquisition and Disposal of Real Property Interests, Procedures for</p> <p>Document Number: 7550</p> <p>Effective Date: May 01, 2024</p> <p>This procedure item applies to: State-Operated Campuses Statutory Colleges</p>
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Summary

This procedure applies to the acquisition, disposal, or transfer of interest(s) in real property under the jurisdiction of the Board of Trustees of the State University of New York (University).

Process

- I. The Application for Approval to Advance Real Property Transactions for State Operated Campuses should be completed and sent to the Vice Chancellor for Capital Facilities and the Office of General Counsel at System Administration for the following transactions:
  - A. Purchase of real property; including leases of real property by the University as lessee, where the University intends or has the option to purchase the real property; and,
  - B. Gift acceptance of real property to System Administration or to the University;
  - C. Gift acceptance of real property to a campus;
  - D. Abandonment, surplus or disposal of real property;
  - E. Transfer of real property to a State agency or municipality;
  - F. Transfer of state-owned real property from a State entity to the campus;
  - G. Demolition of surplus buildings;
  - H. Utility, highway improvement, telecommunications, or other easements;
  - I. All other real property transactions.
  
- II. The approved Application for Approval to Advance Real Property Transactions for State Operated Campuses will be sent back to the campus with a list of documents required to advance the transaction.

- III. The Campus sends the required documentation to the Chancellor (or Designee) and the Office of General Counsel at System Administration.
- IV. If the Office for Capital Facilities determines a Board of Trustees Resolution authorizing such transaction is required, it will work with the Office of General Counsel to draft and submit such a Resolution for approval as required.
- V. For real estate transactions involving property dispositions, transfers to a State agency/municipality or easements, the Office of General Counsel at System Administration will provide the New York State Office of General Services (OGS) written direction and supporting materials for execution and approval.
- VI. For real estate transactions involving the acquisition of property, the Office of General Counsel at System Administration will provide the New York State Office of the Attorney General with written direction and supporting materials for execution and approval. Campus will coordinate New York State Office of the Comptroller approvals, where required.
- VII. Upon final completion of a real property transaction by the New York State Office of the Attorney General or the New York State Office of General Services, the campus will submit copies of the executed contract/agreement, deed, title report, survey, appraisals, resolutions, abstract of title, tax forms, financial settlement statement and other documentation in the file to the System Administration Office for Capital Facilities at [RealEstate@suny.edu](mailto:RealEstate@suny.edu).
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#### Forms

[Application for Approval to Advance Real Property Transactions For State Operated Campuses](#)

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#### Related Procedures

There are no related procedures relevant to this procedure.

[SUNY Procedure 7553](#) - Purchasing and Contracting - Procurement

[SUNY Procedure 9250](#) - Gift Acceptance Procedures

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#### Other Related Information

[SUNY Policy 5607](#) - Commercial Use Policy (Use of University Facilities for Commercial Purposes)

[SUNY Policy 5603](#) - Use of Facilities by Non-Commercial Organizations

[SUNY Policy 7004](#) - Capitalization Policy and Depreciation Policy for Capital Assets

Visit the [Office for Capital Facilities Real Estate page](#) for additional information.

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#### Authority

NYS Education Law §§ 307 and 355

NYS Eminent Domain Procedure Law (Chapter 73 of the Consolidated Laws of New York)

NYS Public Lands Law § 30-a

NYS State Finance Law § 112

State University of New York Board of Trustee Resolution 83-17 and letter of designation dated February XX, 2024, signed by the chancellor.

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

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## History

State University Board of Trustees Resolution 83-17 and letter of designation dated February 24, 2024, signed by the chancellor.

State University Board of Trustees Resolution 83-17 and letter of designation dated January 15, 2022, signed by the chancellor.

State University Board of Trustees Resolution 83-17 and letter of designation dated January 19, 2005, signed by the chancellor.

State University Board of Trustees Resolution 80-275 adopted November 25, 1980, and letter of designation dated January 26, 1981, signed by the chancellor.

State University Board of Trustees Resolution 78-331 adopted December 26, 1978.

State University Board of Trustees Resolution 50-106 adopted September 11, 1950.

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## Appendices

There are no appendices relevant to this procedure.