

## **Real Estate Guidance - (7/2014)**

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[7.6 Real Property Acquisition: Documentation Required to be Submitted for Legal Review](#) Revised 7/2012

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## **7.6 Real Property Acquisition: Documentation Required to be Submitted for Legal Review**

**Revised 7/2012**

The acquisition package submitted for legal review should demonstrate and establish that the acquisition has a legal and rational basis, and, at a minimum, must include the following:

- a. A copy of the Lease versus Purchase Analysis, if applicable;
- b. A copy of the Market Survey analysis or Solicitation for Offers (SFO) evaluation data, if applicable;
- c. A copy of the Chief Financial Officer (CFO) review and approval if estimated value of lease is over \$10,000,000 or more;
- d. A current appraisal report, land survey and title report, if applicable;
- e. A detailed description of the requirement;
- f. The draft, or executed final version, of the Negotiator's Report; and
- g. The final draft of the Lease document, with an explanation of any revisions to the standard clauses, if applicable.

**The Legal Review and Concurrence Form shall be submitted with the other review documentation. The RECO may e-mail a scanned copy of the above-referenced documents to Region and Center Counsel for review.**