

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

Revised 7/2012

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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.