

**Administrative Directive 8.70.043-AD**

**Process for Disposing of Surplus Real  
Property**





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### Process for Disposing of Surplus Real Property

#### V. Surplus Property Sale Process

If real property is declared surplus by the School Board, the Superintendent, or such persons as may be designated by the Superintendent, shall establish and conduct a process for sale or other conveyance of the property.

The sale process may include one of the following methods:

- (A) A Request for Qualifications (RFQ) to select a qualified purchaser with whom to negotiate a sale agreement.
- (B) A Request for Proposal (RFP) to select a proposal for the most advantageous sale terms, or to specify future use or conditions attached to the property.
- (C) A marketed sale for the highest value.
- (D) A directed sale to a specific purchaser.
- (E) Any other action necessary to accomplish a timely sale benefiting the District.

Unless the Board makes an express finding that the disposition of District real property for less than market rate confers significant benefit to the District and the communities it serves, all sales of District real property should be at maximum market value.

All purchase and sale agreements shall be submitted to the Board for final approval.

Policy Implemented: 8.70.040-P

History: Approved: 10/28/02; Amended 12/09; 12/19