

## **Columbus City Schools - Process to Sell Surplus Real Estate**

Following is a description of the process used to sell CCS real estate. For additional information on properties and/or to schedule tours please call the Real Estate & Shared Facilities office at 614-365-5164 and speak with Lynn Allen, secretary, or Bob Mickley, supervisor.

- 1. The Board of Education of the Columbus City School District (BOE) Legislation to Declare Property as Surplus:** The first step in the process occurs when the district administration presents legislation to the BOE requesting authorization to declare a property as surplus and available for sale. This legislation is intended to publicly recognize properties which, at the time, are not expected to be needed for district purposes at any time in the future. This legislation does NOT actually start the sale of a property. At any time prior to accepting a contract for the sale of a property, the BOE may pass legislation rescinding the surplus designation if the district identifies a new use for a property.
- 2. Community School Period:** ORC 3313.413 requires the BOE to first offer all properties only to community schools (charter schools) for 60 days. During the community school period, if only one school submits a contract, that school will be the buyer; if more than one school submits a contract, the district will hold an auction with those schools and the high bidder will be the buyer.
- 3. Public Auction:** If a property is not sold during the 60 day community school period, the district is required to offer the property at public auction, per ORC 3313.41; provided, ORC 3313.41 does allow the BOE to sell a property without offering it at public auction to certain entities, including, but not limited to, municipalities, universities, libraries and park systems.
- 4. Direct Sale:** If a property is not sold at the public auction, then ORC 3313.41 permits the district to negotiate directly with any prospective buyer on any mutually agreeable terms.
- 5. BOE Legislation Authorizing Acceptance of a Purchase Contract:** Once an acceptable contract has been received by the district for the sale of a property, during the community school sale, public auction, or direct sale, the district will submit legislation to the BOE for approval and the contract is signed by the BOE president and treasurer
- 6. Closing and Building Turnover!**