

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 Anne Dorrian Lenzotti, director.

- 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. BOE Resolution of Intent to Sell Property to Community Schools:** ORC requires the BOE to first offer all properties only to community schools (charter schools) identified as “high performing” by the Ohio DOE for 60 days, and then to all community schools located within the school district for the next 60 days. During the “high performing” period, properties will be sold to the first school submitting a contract per ORC 3313.413. If a property is not sold in the first 60 days, ORC 3313.41 requires the district to sell properties which have been used by the district during the past two years to the first community school to submit a contract and ORC 3313.411 requires the district to offer properties which have not been used by the district during the past two years to all community schools for the full 60 day period. During this period, if only one school submits a contract, that school will become the buyer. If more than one school submits a contract during, the district will hold an auction with those schools and the high bidder will be the buyer. Questions regarding eligibility to submit contracts during the community school process should be directed to the ODOE.
- 3. Public Auction:** If a property is not sold during the 120 day community school period, the district is required to offer the property at public auction, per ORC 3313.41. Other than the requirement to hold an auction, neither the ORC nor BOE policy dictate requirements for the process for or type of auction. Anyone may participate in an auction, and no priority is given to any party, including but not limited to community schools and current tenants leasing a property. 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 universities, libraries and park systems.
- 4. Direct Sale:** If a property is not sold at the public auction, then the district may 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!**