

Surplus Process For Properties over 0.10 acres

Property is identified as possible surplus property, initial approval of the Central Services Officer required.



OCS/ Real Estate Division researches the property including:

- Determining ownership
- Collection of Deeds
- Plat references
- Existing title search
- And any additional documentation



Real Estate Division polls 19 County agencies as to any current or future need for property.



If all agencies approve disposition, CAO makes final decision to surplus.



If all agencies DO NOT approve disposition, the process ends.



Notice to be given to all adjacent property owners, community association/ homeowner's association and County Councilmember of plans to surplus property.



Real Estate Division determines value of proposed surplus property by independent appraisal; if estimated value is under \$100k, only one appraisal needed; otherwise, two appraisals needed.



Proceed with disposition under determined method of sale.



Real Estate Division obtains Chief Administrative Officer approval for proposed disposition.

Notice is given to all adjacent property owners, community association/ homeowner's association and County Councilmember of the minimum bid and timeframe in which to submit bids.



Once winning bid is accepted by the Real Estate Division, Chief Administrative Office approval needed for proposed disposition.



If Chief Administrative Officer approves disposition, County Executive shall seek approval of County Council by resolution of the determination of the property as surplus and the terms of disposition.



If approved by County Council, winning bidder will be given schedule of fees associated with the sale of the property and a deed will be prepared. Once all fees are satisfied by borrower, deed will be signed by Office of Law and transfer of property will be complete.