



Antrim County

Real Property Acquisition and Disposal Policy

Policy:

Any property considered for sale will, as determined by the Board of Commissioners through a resolution, be considered surplus, obsolete, or underutilized County owned property.

The County will maintain asset records that document properties owned, the history of ownership, how it was procured (e.g. purchase, donation, or grant funds), how it is currently being used, restrictions on its use, environmental concerns, and annual maintenance costs.

Procedures:

Sale & Exchange

- 1) When the sale or exchange of real property is requested the Board of Commissioners will be notified through County Administration. If it is researched and determined to be feasible, or County Administration determines that real property should be sold, Administration will advise the Board of Commissioners and request action.
- 2) The Board of Commissioners will make the decision whether or not to proceed. If the decision is to proceed, County Administration will, at a minimum, consult with the Equalization and Finance Departments to determine the best method of sale (sealed bid, auction or licensed realtor), and will also make determinations regarding parcel/deed review, appraisal selection, and bid/proposal review.
- 3) Property disposal will include an open, and transparent process and any local unit of government with adjacent property will be notified of the intended disposal of the real property.
- 4) If auction is determined to be the best method of sale by the County Administrator, the Board of Commissioners must provide authorization prior to listing the property with an auction service.
- 5) If utilizing a licensed realtor is determined to be the best method, the County Administrator will attempt to contact and interview a minimum of three professional real-estate agents to list and market the property.
- 6) Unless listed for sale by auction, the County Administrator will publicly list all County properties for sale for a minimum of 30-days prior to considering a proposal from a potential buyer. If a buyer submits a proposal which meets or exceeds the listed/asking price, the minimum public listing time may be lessened to 14 days. The proposal will then be brought to the Commissioners at their next regularly scheduled meeting for consideration.

- 7) If the Board of Commissioners approve the sale or exchange of the real property, Administration will work with the licensed realtor, a title company and/or legal Counsel, as necessary, in drafting appropriate documents for the approval of both seller and buyer at a closing. Such sale or exchange will be by a warranty deed or quit claim deed as determined appropriate by Administration.
- 8) Any exchange of property must be of equal or greater value (i.e. monetary, resource or public benefit) to the County. If an exchange is requested, the requestor may be required to pay for any legal, title and recording fees.
- 9) Any sale of real property will require payment in full upon sale unless Administration recommends a different payment option, and that option is approved by the Board of Commissioners.

Purchase & Acquisition

- 1) Any proposal for purchase of property will be brought to the Board and discussed in closed session.
- 2) Prior to the purchase of real property, the County will complete, as appropriate, a property appraisal, environmental study, building inspection and survey (if none is recorded).
- 3) Property that is purchased or acquired by the County will be done so for public purposes only.
- 4) If utilizing a licensed realtor is determined to be beneficial, the County will attempt to contact and interview a minimum of three professional real-estate agents to represent the County in the purchase of the property.
- 5) Requests by individuals who propose to sell or donate property to the County over a multi-year period will be considered on a case by case basis.