Title: Administrative Policy Sale or Exchange of County Owned Real Property	**Policy No.** Part 6, Management and Use of County Property Chapter 3, Disposition and Acquisition Section 2
	Effective Date February 18, 2014
Policy Custodian County Administrator	**Adoption/Revision Date** February 18, 2014

Adopting Resolution(s): CC14-059

References (Statutes/Resos/Policies): §30-20-301, 39-11-143, C.R.S.; CC82-191, CC87-113, CC87-599, CC93-187, CC07-217

Procedure: Sale or Exchange of County Owned Real Property

Purpose: To allow for the sale or exchange of County Owned Real Property.

Policy: Sale or Exchange of County Owned Real Property

A. Sale of Property Conveyed to the County by Tax Deed
The sale of property conveyed to the County by tax deed is governed by C.R.S. Section 39-11-100.3 et. seq.

B. Sale or Exchange of Open Space Fund Real Property
The sale or exchange of County Owned Real Property acquired with Open Space Funds shall be governed by The Open Space Program Terms, Priorities, Use of Funds and Transfers of Property Policy, any other applicable Open Space Policies and Procedures, and all applicable State laws.

C. Sale or Exchange of All Other County Owned Real Property

1. The Board of County Commissioners may authorize the sale, conveyance or exchange of County Owned Real Property following a determination by the Board of County Commissioners that the property will not be useful or necessary to County functions presently or in the future for public projects as public projects are defined in C.R.S. Section 30-20-301(2).

2. The public shall be notified that the property is for sale in a means most appropriate for that property. The Board of County Commissioners and/or County Administrator may direct on the most appropriate means of advertising the property. Property Offer Sheets shall be available for all interested parties to make an offer on the property. All completed Property Offer Sheets shall be considered by the County Administrator and the Board of County Commissioners.

3. All sales shall be processed in accordance with all applicable State laws, this policy, and the procedure that implements this policy (the “Procedures”).

4. No sale or exchange shall be binding upon the County until the Board of County Commissioners has reviewed the terms thereof and executed an agreement setting forth the terms and conditions of the sale or exchange (the “Agreement”); provided, however, the Board of County Commissioner can approve the execution of a deed in exchange for funds or a deed (as applicable) and completion of such other conditions deemed in the best interest of the County in lieu of entering into a formal Agreement. The party requesting the sale or exchange shall be responsible for paying all costs related to such transaction including, but not limited to, appraisals, surveys, brokerage commissions and title commitments for all properties involved in the transaction unless otherwise agreed upon in the Agreement.

5. The Board of County Commissioners shall issue a Commissioner's Deed without covenants of warranty upon completion of the sale or exchange in accordance with the terms of the Agreement.

6. The proceeds from the sale shall be deposited in the appropriate County fund.

7. This policy shall not be applicable when a sale or exchange is solely to change or clarify boundary lines between County property and adjoining landowners' property because of boundary disputes and uncertainties and/or to correct record title.