

**Application to Continue Preliminary Due Diligence
for Real Property Transactions - State Operated Campuses**

Document Number (for
System Administration
Use Only):

Section I: Basic Information (Required)

Campus Name:		Total current state owned acreage of campus:
Address:		
Campus Contact:	Phone:	Email:
Campus Counsel:	Phone:	Email:

Section II: Type of Real Property Transaction (Required)

- A. Purchase of real property, including leases of real property by the University as lessee, where the University intends or has the option to purchase the real property (Complete Sections III, IV & XI)
- B. Gift acceptance of real property to System Administration or to the University (Complete Sections III, IX & XI)
- C. Gift acceptance of real property to a campus (Complete Sections III, IX & XI)
- D. Abandonment of real property (Complete Sections III, V & XI)
- E. Transfer of real property to a State agency or municipality (Complete Sections III, VII & XI)
- F. Transfer of state owned real property from a State entity to the campus (Complete Sections III, VIII & XI)
- G. Demolition of surplus buildings (Complete Sections III, X, XI)
- H. Utility, highway improvement, telecommunications or other easements (Complete Sections III, VI, & XI)
- I. All other real property transactions (Complete Sections III & XI)

Explanation of real property transaction:

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Section III: Basic Information of Real Property Transaction (Required)

1. Purpose of real property transaction:

2. Building Name(s):

3. Building Number(s):

4. AiM Property ID Number(s):

4. How many structures are involved in this transaction?

5. Acreage effected in real property transaction:

(***If greater than 20 acres or 10% of total campus acreage, Board Approval is required)

6. Approximate value of real property transaction:

What is the approximate net dollar increase or reduction to the annual campus Operations and
Maintenance budget as a result of this transaction: \$ amount:

Section IV: Purchase of Real Property

7. Purchase price of real property:

(***if greater than \$1M, Board Approval is required)

Seller:

8. Appraised value of proposed property:

9. Name of appraiser(s):

10. Date of appraisal(s):

11. Proposed use after acquisition:

12. Source of funds:

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Section IX: Gift Acceptance of Real Property

27. Property gifted to: University System Administration Campus
28. Name of donor (if given):
29. Proposed use of property (type below):

Section X: Demolition of Surplus Building

The following building(s) and/or improvements, on land owned or leased by the State is (are) unfit, not adapted, or not needed:

Building(s) #:

The campus recommends disposition of the property for the following reasons:

Is the property occupied?

Yes No

Demolition is requested to be completed by:

Funds for demolition work are available under:

Are there any outstanding debt/bonds on the building or renovation?

Yes No Unknown

Is the building over 50 years old?

Yes No

Detailed information concerning the building(s) is attached, together with any special terms and conditions required for the project. Demolition of buildings aged 50 years and older is subject to approval by the Office of Parks, Recreation and Historic Preservation if declared to be historically significant.

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Section XI: Application to Commence Preliminary Due Diligence for Real Property Transactions

Campus Name
(For types A-I)

Reviewed by [campus counsel]:
(For types A-I)

Name:

Name:

Title:

Title:

Date:

Date:

Signature: _____

Signature: _____

Approved by:
SUNY System Administration (For types A-I)

Reviewed and Approved by University
Controller: (For types B & C)

Name:

Name:

Title:

Title:

Date:

Date:

Signature: _____

Signature: _____

Board of Trustees Approval Required: Yes No Date of Board Approval:

Note: If Board approval is required, this form must be submitted at least eight (8) weeks prior to the Board meeting.

Revised May 2026

Submit an electronic copy for approvals to:

List any attachments to this form:

Office For Capital Facilities realestate@suny.edu

The campus will be contacted if hard copies of original documents are required.

Upon completion of the Real Property Transaction, campuses are required to submit copies of the completed documents to System Administration at realestate@suny.edu. Completed documents include, but are not limited to: the deed, survey, appraisal, SEQR, and tax maps.