University of Memphis

Acquisition and Disposal by Deed or Easement

Transaction

Acquisition of Gift Property

YES

NO

Acquisition (not by gift) or Disposal

Is this transaction included in or consistent with the approved Campus Master Plan?

YES

NO

Acquisition File for Approval

Disposal

Re-group

Conduct an environmental identification survey of property and all structures. Identify contaminants, including asbestos, PCBs, underground storage tanks, hazardous wastes, and other environmental concerns. If identified, include plan for disposal or neutralization, with cost estimates and identification of responsibility.

Does property include any structures?

YES

NO

Conduct a facilities evaluation survey of each building. Determine work needed, cost, and source of funds to achieve functional usability in accordance with codes and standards of use.

Approval

Submit 1 set of the following document to: STREAM
Real Estate Transaction Request which includes:
- Form RPM-1
- 1-2 Photos
- Recorded Deed to Property
- Survey of property
- Tax Assessor’s Map
- Facilities Evaluation, if required
- Transaction Screen Questionnaire, if required

STREAM

Reviews documentation to ensure readiness
Discusses with University to ensure intent

Request additional information or action

Proceed

Cancel

Acquisition by gift that incurs no financial obligation

Disposal of real property acquired by gift

Acquisition by gift that obligates state expense to improve or operate

Acquisition or disposal in fee interest

STREAM submits for approval by SBC/ESC

Legal Review

President, Commissioner, AG’s Office, and Governor. Governor executes title instrument