

IMMOVABLE PROPERTY GUIDELINES

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**UNIVERSITY OF LOUISIANA SYSTEM
IMMOVABLE PROPERTY GUIDELINES**

This document provides general guidelines and basic administrative procedures for University personnel to follow with regard to the purchase, sale, and lease, or otherwise acquisition/disposition of immovable property including buildings, land and mineral resources.

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V. APPROVAL REQUIREMENTS

A. Routine Operating Leases

1. Leases of greater than 5,000 square feet
 - a) must first be approved by the UL Management Board;
 - b) require submission of a completed RL-2B Form to the State Office of Facility Planning and Control, Real Estate Leasing Section, for review, approval and execution;
 - c) must be publicly bid in accordance with *LA R.S. 39:1643*, unless exempted by law
2. Leases of less than 5,000 square feet
 - a) do not require UL Management Board approval;
 - b) requires submission of a completed RL-2A Form to the State Office of Facility Planning and Control, Real Estate Leasing Section, for review, approval and execution;
 - c) may be negotiated and executed by the president of the university pursuant to *LA R.S. 39:1643* with approval from the Office of Facility Planning and Control;
 - d) Require a copy of the executed lease shall be submitted to the System Office for their records.
3. Rentals of space for a period of not more than 90 days
 - a) do not require UL Management Board approval;
 - b) may be executed by the president of the university;
4. Lease extensions and renewals of documents previously approved **which have no significant changes (i.e. terms, conditions, costs)**
 - a) may be executed by the president of the university pursuant to law and approvals from the Office of Facility Planning and Control;
 - b) a copy of the executed extension/renewal shall be submitted to the System Office for their records.

B. Mineral Leases

1. Require Management Board approval.
2. State Mineral Board is the exclusive body with the authority to lease for development and production of minerals, oil, and gas, any lands belonging to the State of Louisiana, or the title to which is in the public, including road beds, water bottoms, vacant state lands, and land adjudicated to the state at tax sale.
3. Follow the procedures set forth in La. R.S. 30:126 and 30:127 as would be required for the state to grant a mineral lease on its land and water bottoms.

4. Prepare and submit a packet containing all of the items set forth on the State Agency Lease Checklist found at <http://dnr.louisiana.gov/min/forms/state-agency-lease-approval-checklist.pdf> Schedule. (see <http://dnr.louisiana.gov/MIN/min.asp>)
5. Revenues received as the result of Mineral leases shall be used in accordance with the provisions of *LA R.S. 17:3367*.

C. Easements, Servitudes, and Rights-of-Way

1. The UL Management Board has granted authority to the presidents of the colleges and universities within the University of Louisiana System the right to execute easements, servitudes, and rights-of-way pursuant to the law and approvals from the State Office of Facility Planning and Control.
2. Campus records shall contain justification for granting easements, servitudes, and rights-of-way and include sufficient documentation comprised of, but not limited to maps, plats, and surveys. The documentation shall also contain a legal description of the property and be must stamped and signed by a registered engineer licensed to practice in the State of Louisiana. All documents shall be prepared in accordance with statutory requirements.
3. The Facilities Office at each institution (i.e., the Office of Physical Plant, or Facilities Planning, etc.) shall maintain a current campus map of all campus utilities including easements, servitudes, rights-of-way, and other subdivisions of campus property to ensure the safe and orderly development of the physical campus.

D. Purchase of Land/Facilities

1. Request for Funding

To ensure the ULS Management Board is fully apprised of all property transactions, all campuses shall adhere to the Board of Regents Guidelines and protocols as well as the following when requesting General Obligation Bond or Self-Generated funding for the purpose of land acquisition.

a) Upcoming Budget Year Funding Request

- 1) Annual Capital Outlay requests should include (if available) specific prioritized land acquisition request.
- 2) The request should include details of the property and approximate cost.
- 3) All Capital Outlay requests

- b) Mid Year Funding Request
 - 1) Requests shall be submitted to the UL System Office in accordance with these guidelines.
 - 2) UL System Office will forward the request and accompanying documentation to the Board of Regents.

4. Expenditure of Funds

- a) From Board of Regents Allocation/Capital Outlay Appropriation
 - 1) Documentation should be submitted directly to the UL System Office.
 - 2) UL System Office will forward the documentation to the Board of Regents.
- b) From Self-Generated Revenues
 - 1) For projects in excess of \$500,000
 - a) Written request should be submitted to the Board to include action as agenda item.
 - b) Documentation should be submitted directly to the UL System Office.
 - 2) For projects between \$175,000 and \$500,000
 - a) Written request should be submitted to the UL System staff and Board of Regents staff for approval.
 - b) Documentation should be submitted directly to the UL System Office using the BOR small capital project form.

E. Sales/Donations of Land/Facilities

2. Sale to Specific Buyer
 - a) Written request to the Board;
 - b) Letter identifying intent and justification for sale;
 - c) Requires a Special Act of the Legislature which includes, but is not limited

VI. REPORTING REQUIREMENTS

A. An Annual Lease/Lease Purchase Summary Report