

State System of Higher Education Facilities Manual

Volume VII-C Real Estate Manual

Acquisition, leasing, and disposition of Commonwealth real property is rigidly controlled by statute and, additionally, by State System of Higher Education policy for property titled to the State System of Higher Education, Commonwealth of Pennsylvania. The procedures outlined in this section apply to the real property that the System acquires, leases, and/or disposes.

The Department of General Services acquires, leases, and disposes of real property for the System according to the regulations and procedures established for the Commonwealth. The procedures to be followed for each parcel of real property, therefore, depend upon how the real property is to be or is titled. It is important that this distinction be recognized at the outset of any contemplated action involving real property; the procedures must be followed correctly.

Current environmental law demands that due diligence be exercised in real property transactions to avoid costly liability and criminal negligence. Particular attention to the potential environmental hazards that could reasonably be associated with each real property transaction must be meticulously exercised in every case involving a real property transaction. The procedures outlined in this volume should be followed to reduce the potential for environmental problems associated with real property acquisitions, leases, or disposal actions.

Inasmuch as most of the State System universities are located in rural areas, take special note of Executive Order 1997-6 regarding the Commonwealth's policy on preservation of agricultural land. A copy of Executive Order 1997-6 is included at the end of the appendices of this manual. While not specifically included in the executive order, all state agencies are asked to comply with the contents of the executive order to the extent feasible.

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