

CHECKLIST FOR REAL ESTATE TRANSACTIONS

SALE, TRANSFER OR EXCHANGE OF REAL PROPERTY

_____ **Property Appraisal** (not necessary for transfer of park/open space properties to Park District; check with counsel regarding particulars)

_____ **Resolution Declaring Property Surplus and Transfer to Other Public Entity.** Can be separate resolutions or combined. Should include a statement as to consideration being received for such transfer.

_____ **SEPA Review** *if* “subject to an authorized public use” (i.e., park property; open space property; public parking; public moorage, etc.). Check with counsel re whether property is “subject to authorized public use.” Transfer should be contingent upon expiration of applicable SEPA appeals periods. WAC 197-11-340.

_____ **News release** pertaining to the Public Hearing must be disseminated among printed and electronic media in the area where property is located.

_____ **Notice of Public Hearing.** Notice of hearing must be posted and published at least once in a newspaper of general circulation at least 10 but not more than 25 days prior to the hearing. RCW 39.33.020

_____ **Public Hearing** *if* sale, transfer or exchange is to another public entity and involves property with an estimated value of more than \$50,000.00 (no public hearing is required for transfers to private parties).

_____ **Real Estate Purchase and Sale Agreement/Agreement Regarding Transfer of Passive Park Property and Related Documents**

_____ **Set Up Escrow/Deliver Sale Documents to Escrow or Arrange for Recordation with Kitsap County Auditor’s Office**