**Kansas State University Acquisition of Real Property Request Form  
PPM Chapter 7650**

**Submit this completed form to the Vice President for Administration and Finance at** [**vpaf@k-state.edu**](mailto:vpaf@k-state.edu) **to acquire real property. Proposals must answer the following questions:**

1. **List the university department requesting the acquisition of property.**
2. **Who currently owns the property?**
3. **How is the university acquiring the property? Purchase, gift, deed, other?**
4. **Describe the property. Land, building(s), or other?**
5. **Why is the property being acquired and what will it be used for?**
6. **Is there a current legal description of the property? If yes, please attach legal description and indicate the source of the legal description (i.e. county plat documents, survey, etc.).**
7. **Are there restrictions to acquiring the property (i.e. covenants)? If yes, please attach restrictions.**
8. **Has the property ever been appraised? If so, when? Please attach appraisal. (required by K.S.A. 75-3043a or 76-147)**
   1. **Estimate the value of the property**
9. **Is there a survey of the property? If so, how current (date)? Please attach survey. (required by K.S.A. 75-6611)**
10. **Please attach a warranty deed for the property.**
11. **Please attach the environmental assessment for the property. (Board policy requires the environmental assessment)**
12. **Provide a cost estimate related to razing or renovating and maintaining the property.**
13. **Additional Information:**

**Submitted by: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Title (Dean/VP/Exec Sr. VP-Provost/President)**

**Department email phone**