

**STATE OF COLORADO  
STATE BUILDINGS AND REAL ESTATE PROGRAMS  
REAL ESTATE PROGRAMS POLICIES AND PROCEDURES MANUAL**

**CHAPTER 1 - INTRODUCTION/DEFINITIONS**

Real Estate Programs Policies and Procedures Manual has been compiled and organized to assist State of Colorado personnel in the completion of documentation for leasing property for use by State agencies and to provide assistance with licenses, easements, rights-of-way, purchases, sales and exchanges of real property.

**THE MISSION OF REAL ESTATE PROGRAMS** is to provide services and assistance to State of Colorado agencies to maximize value received for all funds expended on real estate and real estate related requirements. State Buildings and Real Estate Programs (SBREP) is a section within the Finance and Procurement Division, Department of Personnel & Administration. Real Estate Programs (REP) is responsible to provide the expertise, business sense, and marketplace knowledge to negotiate favorable leases and other real estate contracts for state agencies. It is also a central resource for information on the State's real estate holdings.

While the State's leasing program is the largest single responsibility of Real Estate Programs, other areas of real estate activities also are handled. These include purchase of real estate for the State, sale or lease of State-owned real estate, and negotiation and execution of licenses, rights-of-way and easements, either on non-state land for the use of the State, or on State land for the use of private parties. All activities of Real Estate Programs **exclude** three areas of real estate activity that are specifically assigned to other agencies: 1) rights-of-way acquisition and maintenance by the Department of Transportation, 2) the long term holding of State land by the State Land Board, and 3) certain easements, rights-of way and vacant land leases and acquisitions by the Division of Wildlife or the Parks and Recreation Division of the Department of Natural Resources. Additionally, Colorado statutes require that all acquisitions and dispositions of real estate all agencies and institutions of higher education except the State Land Board and CDOT rights-of-way must be reported to Real Estate Programs, and Real Estate Programs then uses this information to fulfill its statutory responsibility of maintaining a current inventory of all State-owned real estate.

This manual is not intended to be a textbook on leasing or negotiating purchases and sales of real property nor a substitute for professional experience. However, Real Estate Programs will develop future training sessions based on agency feedback derived from their review and usage of this manual.

The manual has been primarily organized according to the various functions for which Real Estate Programs provides oversight and review. This manual should not be considered as a stand-alone source of information for Real Estate Programs. Agencies should also be familiar with the following:

1. Colorado Constitution
2. Colorado Revised Statutes, as amended, §24-30-1303 et. seq.
3. Department of Law policies
4. Fiscal Rules (issued by the State Controller)
5. State of Colorado Contract Procedures and Management Manual
6. Executive orders (issued by the Governor)

General principles of law, and specific related laws, also apply (i.e., contract law, real estate law, agency and partnership law). In addition, the source of funds (e.g., federal agency) may have additional legal requirements as a condition of expending the funds with which agencies will need to comply.

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