

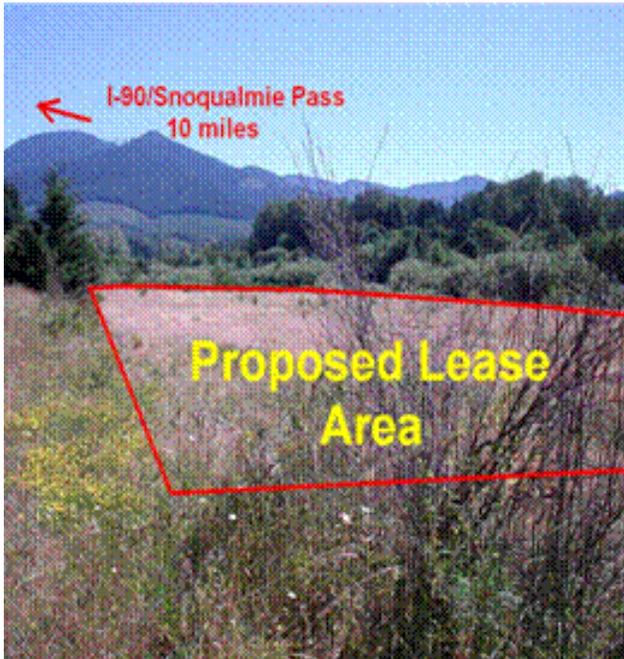
Sale or Lease of WSDOT Owned Property

When WSDOT determines that real property owned by WSDOT is no longer required for transportation purposes, and that it is in the public interest to do so, WSDOT may sell the property for fair market value.

State agencies proposing to sell state-owned land must provide written notice to the local agencies in which the land is located at least 60 days before entering into a sale agreement.

Occasionally property is leased if a sale is not possible and WSDOT does not need the property exclusively for transportation purposes.

WSDOT holds an auction twice a year, typically March-April and September-October. These auctions offer a variety of properties statewide. Auctioned property can be purchased with cash or on contract.



WSDOT Real Estate Offices

Northwest Region

(Seattle/Everett/Bellingham)
15700 Dayton Ave N
PO Box 330310
Seattle, WA 98133-9710
(206) 440-1 F J

North Central Region

(Wenatchee/Moses Lake/Okanogan)
1551 N Wenatchee Ave
Wenatchee, WA 98801-1156
C E J D A I I E G J H H

Olympic Region

(Tacoma/Olympia/Port Angeles/Aberdeen)
5720 Capitol Blvd
PO Box 47440
Olympia, WA 98504-7440
(H E D A I I E G F I

Southwest Region

(Vancouver/Raymond/Chehalis/Goldendale)
11018 NE 51st. Circle
Vancouver, WA 98682-6686
C H E D A E E F I E

South Central Region

(Yakima/Ellensburg/Tri-Cities/Clarkston)
2809 Rudkin Rd
Union Gap, WA 98909-2560
(509) 577-1 I I H

Eastern Region

(Spokane/Colville/Ritzville/Pullman/Republic)
2714 N Mayfair
Spokane, WA 99207-2090
C E J D A H E G I H

Headquarters

O S O A O a a a *
I H I A a a a [] A a e A U Y
PO Box 47338
V { , a e I E Y O A I I E F E H H I
C H E D A E E H E I A U a *
C H E D A E E H I I A S a a * A

Real Estate Services Guide to the Sale & Lease of WSDOT Owned Property



This brochure has been designed to offer some basic information on the Washington State Department of Transportation Real Estate Services Sale/Lease program. It briefly outlines the sale/lease process and answers some fundamental questions associated with the sale or lease of WSDOT owned property.

To help us serve you best, please contact the Region office serving the area in which the property is located. (See list of regional offices on back of brochure)

The back page of this brochure offers contact information to assist in answering any other questions or concerns you may have.

What happens in each step of the lease/sale of WSDOT Property?

Step 1– [Submit a completed Real Estate Services \(RES\) application](#). The application can either be obtained from the Real Estate Services webpage or from any region Real Estate office. Include a map showing the location of property and/or a Right of Way plan sheet. Additional location information such as street address or county tax parcel number is very helpful for WSDOT staff to locate the property in question. A public disclosure request may be required.

Step 2 - Regional RES office reviews the application for completeness and verifies WSDOT ownership.

Step 3 - WSDOT, as well as Federal Highways Administration, if appropriate, will review the proposal. If approved the following steps are taken:

- An appraisal is done to determine fair market value or economic rent.
- Further documentation is requested from the applicant if necessary.
- A legal description is prepared (if request is to purchase property).
- Local agencies are notified (if request is to purchase property).

Step 4 - The appropriate documents for lease or sale are prepared and provided to the applicant for signature. The first lease payment is expected at the time the lease is signed. For a sale, payment details will vary.

Step 5 - Final processing of the documents are completed by the Department, and when appropriate, recorded with the county. Copies of the finalized documents are provided to the applicant.

Frequently Asked Questions

Q. What Can WSDOT sell?

A. WSDOT can sell property it no longer needs for transportation use.

Q. How can I find out if a property is available for sale or lease?

A. Contact your local regional Real Estate Services office. (See list of regional offices on back of brochure.) Provide as much detail about the property as possible. You may be required to complete a Real Estate Services Application.

Q. How does WSDOT sell its land?

A. Under certain circumstances, WSDOT may sell directly to adjacent property owners or public agencies. A number of properties are sold at public auction.

Q. How do I lease property from WSDOT?

A. Send a written request or completed application form to the local regional Real Estate Services office. (See list of regional offices on back of brochure.)

Q. How long does it take the sale or lease to be finalized?

A. Timeframes are directly related to the complexity of the request and the property involved. Every property that WSDOT sells or leases must be appraised to determine the fair market value. Appraisals can take up to 6 months.

Q. Where does the money go from sales or leases of WSDOT property?

A. Typically, money received from the sale or lease is deposited into the state Motor Vehicle Fund. This account funds motor vehicle related activities, including the Department of Transportation, Washington State Patrol, and the Department of Licensing.

What Are the Responsibilities of Real Estate Services Regarding Property Management?

Property Management personnel are responsible for:

- Providing effective management and security for all WSDOT properties.
- Ensuring “Fair Market Value” or “Economic Rent” is received from all sales and leases.
- Disposing of property not required by the Department.
- Eliminating hazards and public nuisances occurring on WSDOT owned land.

