

ADMINISTRATIVE PRACTICE LETTER SUBJECT: SALE, LEASE, OR USE OF REAL PROPERTY TO OR BY THIRD PARTIES Section II - F Issue 1 Page 1 of 5 Effective 12/21/05

Note: Refer to APL IV-C for signature authority designation.

From time to time, the Universities of the University of Maine System (UMS) may determine they that no longer need a portion of the real property which has been assigned to them. Real Property is defined as land and/or the buildings or other improvements located on the land. There are also times when a University may be requested or desires to sell or lease real property to a third party. Consummation of any such sale or lease may require approval of the Board of Trustees as stated in Section 802 of the Board of Trustees Policy Manual. Further, all documents must be approved by University Counsel and must be signed by the UMS Treasurer or his/her designee.