RUTGERS REAL ESTATE ADMINISTRATION
EASEMENT/ACCESS/SALE
TRANSACTION PROCESS

START
Third Party or Leadership
Contacts RU Real Estate
Administration (REA)

Analysis of request is
performed to determine
feasibility or desirability or
impact (or all) on property
and operations. Determine
BOG or BOT title.

Site is Reviewed (GIS,
Environmental impact,
operational impact). If
feasible, Business Terms
are Negotiated- FMV
analysis or appraisal is
carried out/reviewed by
REA.

If terms and value are agreed by
the parties, and if permanent
easement or sale is requested,
then matter goes to Board for
approval. If temporary
easement, then move on toward
drafting agreement.

Requesting entity provides
initial draft of
Easement/Sale/Access
Agreement for REA and
OGC Review

REA and OGC review
Documents and distributes
internally for comments.

All comments are
incorporated into draft
Agreement and returned to
third party for Review,
Comment, Acceptance

Review Process Continues
until All Parties are Satisfied
with Document Draft

END
Executable Easement/Sale/Access Agreement is
Submitted for Signature by REA to Executive VP - COO
after signed by Third Party and after receipt of Certificate
of Insurance and Payment. Board Resolution must be in
hand prior to signature if sale or for permanent easement.