

# Authorization for Sale of Municipal Property

City of Chipley Real Property Sales Process &  
Procedures

Presented to: Chipley City Council

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# General Authorization for Sale of Municipal Property

- Unlike counties, Florida cities are permitted to make their own rules for the disposition of real property
- City Council adopted Code Sections 2-129 through 2-131
- City authorized to sell, exchange, lease, or convey city property.
- Includes lands, improvements, and other properties.
- City council can place conditions and restrictions on sales.
- Sales not restricted by acquisition method or current use.



# Sale to Public or Nonprofit Entities

- Sale or conveyance to public bodies or non-profit entities for public use.
- Non-profit entity must be tax exempt under Section 501 of the Internal Revenue Code
- Requires City Council Resolution
- Requires a Public Hearing
- Publication of Notice



# Sale to Private Parties

- City may sell to private entities
- Requires resolution declaring property not needed for public use
- Small parcel sales have specific conditions
- Sale can be without competitive bidding at minimum 90% of assessed value - requires appraisal





# Competitive Bidding Procedures

- Sealed bids or public auction
- Notice published
- Highest bid meeting terms accepted
- Buyer pays closing costs
- Forfeit deposit if not completed
- Council can reject bids or set auction minimums



# Broker/Agent Authorization

- City authorized to contract with licensed real estate brokers or agents.
- Council can set terms, conditions, and compensation for services.
- Compensation can be set as a flat fee or percentage of sale price.
- Firm should be procured using a Request for Proposal/Ranking Committee

