

**CORTLAND COUNTY BUSINESS DEVELOPMENT CORP.  
REAL PROPERTY ACQUISITION POLICY  
APPROVED DECEMBER 2016**

**I. Introduction**

The following policy sets forth for the Cortland County Business Development Corp. (the "Corporation") its operative policy and instructions regarding its acquisition of real property.

**II. Acquisitions**

Real property may be purchased, leased or otherwise acquired by the Corporation for purposes of use, resale, leasing or otherwise as long as such acquisition and accompanying purpose shall be in furtherance of the Corporation's purposes, policies and goals. The Contracting Officer for all real property acquisitions shall be the Executive Director of the Corporation.

**III. Approvals**

The Executive Director shall first make a determination that a particular real property acquisition is in furtherance of the Corporation's purposes and is otherwise important and necessary to the Corporation. The Executive Director shall approve the initial terms and conditions of the real property acquisition which terms and conditions shall be expressly subject to the approval of the Directors of the Corporation and, if necessary, a satisfactory real property appraisal as set forth herein. The Executive Director shall put forth the proposed real property acquisition and the terms and conditions thereof to the Directors of the Corporation for their consideration and approval. All acquisitions of real property by the Corporation must be approved by the Directors.

**IV. Appraisal**

For all real property acquisitions with a purchase price of \$100,000.00 or more, following the approval of the Directors of the Corporation to such real property acquisition as described herein, the Corporation shall obtain an appraisal of the real property to be acquired from a real estate appraiser duly licensed in the State of New York and with experience appraising the particular type of real property being acquired by the Corporation. In the event the purchase price for the real property exceeds the appraised value by more than 15%, the Corporation must either:

- A. Not acquire the real property; or
- B. Renegotiate the purchase price to an amount within 15% of the appraised value and acquire the real property; or
- C. Make a determination at a subsequent meeting of the Corporation that,

notwithstanding the appraised value, the Corporation will still proceed with the real property acquisition at the stated purchase price as such acquisition is vitally important to the Corporation's purpose and is otherwise important and necessary to the Citizens of Cortland County.