



**State of Oklahoma
Department of Central Services
Real Estate Services**

**SURPLUS ARMORY PROPERTY
DISPOSAL PROCEDURES**

Pursuant to O.S. 44 § 233.3, the Oklahoma Military Department shall from time to time, as the occasion therefore arises, determine whether any real estate, armory or building belonging to the State of Oklahoma and under the control of the Oklahoma Military Department is needed by the Oklahoma Military Department. If the Adjutant General determines that there is no need, the Adjutant General shall so declare and sell or dispose of the same in such manner and upon such terms as approved by the Department of Central Services and the Governor.

1. The Oklahoma Military Department submits to the Department of Central Services:
 - 1.1 A letter of declaration that an armory property is surplus to the needs of the agency, which includes:
 - 1.2 Property location indicating county, section, township, range, block and lot numbers.
 - 1.3 Current use of property with any lease agreement(s) attached.
 - 1.4 Baseline environmental characterization if available.
 - 1.5 Copy of deed.
 - 1.6 Letter from interested receiver expressing intent to acquire property.
2. Oklahoma Department of Central Services provides quit claim deed to Oklahoma Military Department for signature.
 - 2.1 Oklahoma Military Department conveys limited estate to Department of Environmental Quality via quit claim deed for the purpose of remediation of said property, with a contingent remainder to the designated grantee.
 - 2.2 Oklahoma Military Department provides Department of Environmental Quality with a copy of executed quit claim deed.
 - 2.3 Oklahoma Department of Environmental Quality files quit claim deed in county where armory property is located.
3. Department of Environmental Quality conducts environmental assessment.
 - 3.1 Department of Environmental Quality evaluates asbestos and lead contamination in building, if any; characterizes solid/hazardous wastes on site, if any.
 - 3.2 Department of Environmental Quality recommends corrective action for environmental issues.
 - 3.3 If environmental remediation is necessary or recommended, Department of Environmental Quality supervises/coordinates remediation efforts.
 - 3.4 Department of Environmental Quality files a recordable Notice of Remediation in the land records of the county in which the armory property is located and provides a copy of such notice to the Department of Central Services.
 - 3.5 Department of Environmental Quality provides Oklahoma Military Department with a copy of the facility file.
4. Department of Environmental Quality provides copy of the filed Notice of Remediation and quit claim deed to the designated grantee.

Real Estate Services
Department of Central Services
2401 North Lincoln Blvd. Suite 106
Oklahoma City, OK 73152-3448
Telephone: (405) 521-0517
Fax: (405) 522-2230