



---

The following fee summaries are provided as an explanation of the Real Estate and Leasing Services fee schedule.

- Fee Code 100 - Real Property Disposal Fee. The real property disposal fee is the fee charged by Real Estate and Leasing Services for the services provided in the disposal of state-owned properties. The fee is the cost of OMES REALS expenses plus 1% of the total sale price and will be deducted from the sale price. Agencies are **not** required to pay this fee if the property does not sell.
- Fee Code 101 – Real Property Acquisition Fee. The real property acquisition fee is the fee charged by Real Estate and Leasing Services for the services provided to state agencies for the purchase or acquisition of real property. This fee is **not** assessed for leased property. The fee will be assessed at the time of closing and will be paid by the agency purchasing/acquiring the property. The fee is the cost of OMES REALS expenses plus 1% of the total purchase price.
- Fee Code 102 – Interagency Transfer or Exchange Fee. This fee is assessed when a transfer or exchange of property is facilitated between state agencies or state entities. The fee is a \$200.00 flat fee with an hourly rate of \$60.00 per hour (see Fee Code 106 – Miscellaneous Real Estate Services) for additional services such as title research, legal research, and space evaluation and assessment. The total cost of the transfer will be calculated upon completion of the transaction, and the cost will be divided equally among agencies.
- Fee Code 103 - Newspaper Bid/Proposal. The newspaper bid/proposal fee is assessed after the notice is procured when Real Estate and Leasing Services places a Notice or Request for Proposals in any publication on behalf of the user agency. The fee is total cost of the notice plus 15%. Agencies still have the option of placing their own notices and submitting a copy of the publication to Real Estate and Leasing Services.
- Fee Code 104 – Miscellaneous Real Estate and Leasing Services. Real Estate and Leasing Services will provide numerous optional services to assist agencies with leasing and real estate acquisition, disposal and management. Optional services allow Real Estate and Leasing Services to provide additional assistance to agencies that need or prefer further assistance while keeping the overall flat rate fees low. Optional services include title research, space assessment, space search, space planning, extensive negotiations, space audit, and numerous other services where no specific fee code applies. Optional services are provided at the rate of \$60.00 per hour. Your agency will be notified if a service you are requesting is an optional service and an hourly fee will be assessed. Please contact Real Estate and Leasing Services for more information on optional services.
- Fee Code 105 – Easement Application for State Land Use. The easement application fee is assessed to parties applying for an easement on state owned lands. The fee is not charged to the owning agency. The fee is \$200.00 for the initial application and any subsequent applications for renewal or reinstatement.
- Fee Code 106 – Utility and Pipeline Easements. The utility and pipeline easement fee is assessed to agencies for management of utility and pipeline easements on state owned lands. The fee is 6% of the total contract amount. The fee is an agency cost, and it is deducted from the contract proceeds or billed to the agency.
- Fee Code 107 - Surface Lease. The surface lease fee is assessed to agencies for the management of surface leases on state owned land. The fee is an agency cost, and it is deducted from the contract proceeds or billed to the agency. The fee is 6% of the total contract amount. Fee not to exceed actual expenses incurred by OMES REALS.
- Fee Code 108 – Mineral Royalties and Bonuses. Mineral royalties and bonuses fees are assessed to agencies for management of mineral rights. The fee is an agency cost, and it is deducted from the contract proceeds. The fee is 6% of the total contract amount.