

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY</b> Facilities/Properties/Equipment/ Vehicles	<b>CODE NUMBER</b> AC-5-1
<b>TITLE:</b> Real Estate Broker Participation in Marketing of County-owned Real Estate Declared as Surplus Property	<b>ADOPTED</b> 6/15/99
	<b>AMENDED</b>
	<b>ORIGINATING DEPARTMENT</b> Public Works/Division of County Lands

**Purpose/Scope:** The purpose of this code is to establish the policy and procedures for providing monetary incentives to licensed real estate brokers to participate with their principals in the bid process for disposition by sale of county-owned real property formally declared surplus by the Board of County Commissioners. The intent of this code is to obtain greater market exposure of County surplus properties through local real estate brokers who are involved in the marketplace.

**Policy:** The county will pay one real estate brokerage commission from the proceeds of any real property sale to a licensed real estate broker representing a successful bidder whereby the broker has registered with the county as the agent for the bidder prior to the bid opening.

The Commission paid will be no greater than 6% of the total purchase price for properties valued at \$50,000 or more, and no greater than 10% of the total purchase price for properties valued at \$49,999 or less.

A brokerage commission will be paid only to a licensed real estate broker acting strictly as an agent for a successful bidder. No commission shall be paid by the county to any licensee identified in the sale as a party vested with a beneficial interest at the time of transfer of ownership.

**Procedures:**

1. Following the Board of County Commissioners formally declaring a county-owned real property to be surplus under F.S. 125.35, the county will advertise, by way of print media and the internet, its desire to sell specific property to the highest/most responsive bidder.

2. Any broker or licensee of the broker interested in participating in the bid process on behalf of a bidder will be required to register with the Division of County Lands their intent to participate in the process, and will be required to sign an affidavit that they are in fact, an agent for the bidder, and will hold the county harmless from any dispute that may arise from the payment of a commission. The agency will be verified by the Division of County Lands.
3. The standard bid process as required by F.S. 125.35 will be followed.
4. A commission will be paid to the broker, identified as representing the successful bidder, upon closing with the broker's principal.