



Division: District Operations & Support  
Department: Office of School Facilities

## **Example Property Acquisition Entry**

(Existing Property/Lease already approved by OSF)

### **Tips:**

- *For existing Property/Lease already approved by OSF*, only the description, utilities and completion tabs are required
- Only list the name of the school or building in the description field. (e.g. Boiling Springs Elementary, Foster High School, etc.)
- List as many TMS Numbers/Parcel Number associated with the property

Description	Utilities	Site Visit	Demographics	Comments	Upload	Completion
<b>Property Description</b>						
Property ID: 4202-0200 District: Spartanburg 2 Status: Complete						
Projected Property Closing Date 08/01/1985		Building Type Instructional		Initial Capacity 1000		Maximum Capacity 1200
Starting Grade K-5		Ending Grade 5				
Projected Occupancy Date 01/01/1987		Zoning Class L		Number of Acres 64		Usable Acres 64
Description* Boiling Springs Elementary  174 characters remaining.				TMS Number 24400016.00  Delete		
Rezoning Required For Intended use?* No		Is this Property a new Purchase?* No				
<a href="#">Back To Listing</a>						

(Figure 1 – Property Description Tab)



Description	Utilities	Site Visit	Demographics	Comments	Upload	Completion
Utility Type	Provider	Site Location	Distance			
Electric	Duke Energy	On Site		Edit	Delete	
Natural Gas	Piedmont Natural Gas	On Site		Edit	Delete	
Water	Spartanburg Water System	On Site		Edit	Delete	
Add Utility						
Back to Listing						

(Figure 2 – Utilities Tab)

Description	Utilities	Site Visit	Demographics	Comments	Upload	Completion
<b>Actual Purchase Date:</b> January 1, 1985 <b>Actual Purchase Amount:</b> \$394,700.00 <b>Actual Purchase Acreage:</b> 64 <a href="#">Edit Property Acquisition Information</a>						
<b>Status:</b> Complete <b>Date Created:</b> 11/20/2020 <a href="#">History</a>						
<a href="#">Back to Listing</a>						

(Figure 3 – Completion Tab)