

**GENERAL INFORMATION**

This form is to be used by a school district, county office of education or Charter School that is subject to the provisions of Education Code Section 17462.3 and is required to submit a completed Form SAB 308 to Office of Public School Construction (OPSC) of the sale of real property.

The following document(s) must be submitted with this form:

- A copy of the closing escrow document(s), or other legal document, that clearly indicates the seller(s), purchaser(s), total acres/square footage (Sq.Ft.) of real property sold, and final sale price.
- A copy of the assessor's parcel map that clearly indicates the gross area of the site and the total area of the property sold.
- A copy of a current site plan diagram that clearly indicates the square footage of all facilities on site and which (if any) facilities sold.

**SPECIFIC INSTRUCTIONS****1. Date of Sale of Real Property**

Enter the date the title is transferred.

**2. Real Property Sold**

- Use the table provided to indicate gross area of real property (land and building area), the total area sold, the percentage of area sold, and associated Assessor's Parcel Number(s).

**3. Purchasing Entity**

Check the box that best describes the purchaser of the real property.

- If the purchaser of the property was a school district, county office of education, Charter School or an agency that will use the property exclusively for the delivery of child care and development services, pursuant to Education Code Section 17457.5, check the applicable box.
- If the purchaser of the property is an entity other than a school district, county office of education, Charter School or an agency that will use the property exclusively for the delivery of child care and development services, pursuant to Education Code Section 17457.5, check the box labeled "other" and enter the name of the purchasing entity.

**4. Total Funds Received**

Use the table provided to insert the OPSC application number, Board apportionment date, and the total of all Apportionments provided within the 10 year period preceding the sale date of the real property.

**5. Certification**

The school district, county office of education, or Charter School representative must complete this section.

**RETURN OF REAL PROPERTY SALE PROCEEDS NOTIFICATION**

SAB 308 (NEW 06/14)

Page 2 of 2

The school district, county office of education or charter school named below reports to the State Allocation Board via the Office of Public School Construction the sale of real property under the provisions of Chapter 4, Article 4, Part 10.5, Division 1, Section 17462.3 of the Education Code and the Regulations thereto.

|   |                  |                                     |
|---|------------------|-------------------------------------|
| SCHOOL DISTRICT                           |                  | COUNTY                              |
| SITE NAME                                 |                  | CDE SITE CODE                       |
| PRIOR SITE NAME (IF APPLICABLE)           |                  | PRIOR CDE SITE CODE (IF APPLICABLE) |
| PROPERTY ADDRESS                          |                  | ASSESSORS PARCEL NUMBER (APN)       |
| DISTRICT REPRESENTATIVE NAME (PRINT NAME) | TELEPHONE NUMBER | E-MAIL ADDRESS                      |

1. **Date of Title Transfer:** \_\_\_\_\_

2. **Real Property Sold**

| AREA TYPE                             |  | AREA | ASSOCIATED APN(S) | PERCENTAGE OF TOTAL SITE |
|---------------------------------------|--|------|-------------------|--------------------------|
| Gross Area of Site                    | <input type="checkbox"/> Acres<br><input type="checkbox"/> Sq. Ft. |      |                   | 100%                     |
| Total Area Sold                       | <input type="checkbox"/> Acres<br><input type="checkbox"/> Sq. Ft. |      |                   |                          |
| Gross Building Area on Site (Sq. Ft.) |  |      | N/A               | 100%                     |
| Total Building Area Sold (Sq. Ft.)    |  |      | N/A               |                          |

3. **Purchasing Entity:**

- School District  
 County Office of Education  
 Charter School  
 An agency that will use the real property exclusively for the delivery of child care and development services, pursuant to Education Code Section 17457.5.  
 Other: \_\_\_\_\_

4. **Total Funds Received for the Site:**

| OPSC APPLICATION NUMBER | STATE ALLOCATION BOARD APPORTIONMENT DATE | TOTAL STATE APPORTIONMENT |
|-------------------------|---|---------------------------|
|                         |   |                           |
|                         |   |                           |
|                         |   |                           |
|                         |   |                           |
|                         |   |                           |
| <b>TOTAL</b>            |   | \$                        |

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district; and,
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, the language in the OPSC form will prevail.

SIGNATURE OF DISTRICT REPRESENTATIVE

DATE