

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: General Administration**

**NUMBER: 01.C.08**

**AREA: Risk Management**

**SUBJECT: Receiving Gifts of Real Property**

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1. PURPOSE

This administrative memorandum establishes procedures for receiving gifts of real property.

2. POLICY

To avoid environmental risks, the University of Houston System must thoroughly screen any potential donations of real property for the presence of hazardous waste or contamination, hazardous materials of any sort located on/in structures or on/in equipment or improvements, visible or undetected, prior to acceptance.

3. PROCEDURES

- 3.1. The receipt of real property must be coordinated through the System Offices of University Advancement, Plant Operations, and Legal Counsel.
- 3.2. The Offices of University Advancement and Plant Operations will conduct a site inspection of the property. This could include physically inspecting the property, reviewing historical air photos, or interview with key persons concerning past land use.
- 3.3. The donor must certify to the System that the property is free of hazardous material or contaminants and submit a Phase I Environmental Site Assessment conducted in accordance with ASTM [Practice E1527-05](#) and [AAI Final Rule 40 CFR Part 312](#). If there is an indication of subsurface contamination, asbestos or other environmental concerns, subsequent assessments must be conducted to quantify the extent of contamination and cost of remediation prior to the transfer of ownership. All environmental assessment reports must be approved by the Environmental Health and Risk Management Department prior to transfer of ownership.
- 3.4. The certification must be prepared by a company licensed, registered, or otherwise qualified under existing professional practices.

- 3.5. If the donor is unable to provide an environmental assessment of the property, the System will contract with a company licensed to provide this service.
- 3.6. The System must be allowed to verify the assessment during the gift process to ensure the property is free of environmental hazards.
- 3.7. The System must consider marketability prior to acceptance of the gift.
- 3.8. The donor must verify that there is no indebtedness or lien(s) on the property.
- 3.9. The donor must provide a current appraisal of the property concurrent with IRS guidelines.
- 3.10. The donor must allow an appropriate length (at least 90 days) of time for the System to consult with Legal Counsel and the Office of University Advancement regarding the receipt of real property.
- 3.11. Once the process is finalized and environmental hazards are determined to be non-existent, the System Office of University Advancement can proceed with the receipt of real property.
- 3.12. In accordance with Board of Regent policy [32.04](#), the Chancellor is delegated the authority to accept all gifts of real property. The Chancellor shall report to the Board all such gifts and shall administer these properties subject to Board policies and directions. No public announcement of a gift of real property shall be permitted until after the Chancellor has accepted the property.

4. REVIEW AND RESPONSIBILITY

Responsible Parties: Associate Vice Chancellor for University Advancement  
Associate Vice Chancellor for Plant Operations

Review: Annually, on or before May 1

5. APPROVAL

Approved: Michael Rierson  
Vice Chancellor for University Advancement

Carl P. Carlucci  
Executive Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: June 9, 2009