

CHANGES TO BOB / REAL PROPERTY MANAGEMENT MANUAL “AND OTHERS”

PLEASE NOTE: when you wish to print the Procedure Manual pages from our web page, you must experiment until you get your printer settings fixed to make the page look like it does in the Procedure Manual. Every printer has different configurations; therefore, the pages may print out differently on each printer.

NOTE: any lines which have been “drawn through” below are left in the list for your information – but the change also appears in a more recent update listed below (therefore, you can ignore lines which have been struck through – moving on to the following updates). (*italics for interoffice BOB information only*)

CHANGES TO MANUAL

2. Approved by PPRB 06042004 and the Secretary of State 071508
 - a. Added 16th Section Land to RPM Manual on Page 11+- (and incorporated therein on line)
 - b. Amended General Guidelines #7 about trailers on Page 2 in the RPM Manual (and incorporated therein on line)
http://www.dfa.state.ms.us/BOB_main/RPMManual.pdf
http://www.dfa.ms.gov/BOB_main/RPMManual.pdf

Sixteenth Section Land shall follow the following guidelines per Code 29-3-82 (new section)

1. Approved by the Board of Education - Code 29-3-82 says to make application to the Superintendent of Education (Lease will be signed by the President of the Board of Education).
2. Be approved by the County Supervisors - Code 29-3-82 says Education will present the Lease to the Board of Supervisors (Lease will be signed by the President of the Board of Supervisors).
3. Be approved by the Secretary of State as to compliance with state law - Code 29-3-82 calls this the Land Commissioner but 7-11-4 changes Land Commissioner to Secretary of State. Our contact is Bill Cheney, Attorney. 601-359-6377. SOS Attorney usually writes a Letter of Compliance.
4. Be approved by the BOB/RPM Board (PPRB – first Wednesday of each month) after the above have signed or issued a letter as to their approval along with our usual forms (It is usually forwarded to BOB/RPM at this point already signed by Education and Supervisors). Our Board will ask "if everyone has approved it" .
5. After PPRB approval, Lease shall then be signed by Lessee .
6. Forwarded to the Chancery Clerk (coordinate this step with Education and Board of Supervisors).

General Guidelines #7

~~7. Relocatable buildings and trailers used and occupied by State Agencies are considered leased space. Requests for this type of space should be handled in the same manner as requests for new or additional space.~~

Amended to:

Relocatable buildings, trailers, and/or modular units used and occupied by State Agencies as leased space fall under the procedures established for “equipment” and should follow the guidelines in the Office of Purchasing, Travel and Fleet Management Procedure Manual for leasing equipment. (amended by 060408 PPRB approval and 071508 SOS approval)

8. 5/4/09 (*has not gone to SOS*) on the RPM4, Market Rent Survey – added to * Enter your #1 choice on your request plus, at least, three (3) comparables. This updates the “forms” and page 11 in the RPM Manual

9. 6/29/09 (*has not gone to SOS*) General Guidelines #5: . (per Code 7-7-27(1), . . . the goods or services specified on each invoice have been received or performed therefore rent payment will be monthly unless waived by State of Mississippi’s DFA through BOB/RPM [PPRB] Board and DFA’s Financial Control Division)

and RPM2 (under “forms” and in the manual), top of page 3, second question regarding rent – (quarterly and yearly removed)

10. 7/10/09 (*has not gone to SoS*) slight change to the RPM1 and RPM2 speaking to Floodplain and Asbestos.

NOT IN MANUAL

1. Approved by PPRB 12/8/04 and the Secretary of State January 6, 2005: Removed the necessity of PPRB approval for Deletion of Buildings. Approval will be from BOB/RPM.

11. 7/27/09

RPM5 – Lease Agreement. #24 added allowing cancellation by mutual agreement and #25 added speaking to e-payment/e-invoice/e-verify.

RPM7 – Land Lease Agreement - added allowing cancellation by mutual agreement and added speaking to e-payment/e-invoice/e-verify.
These changes are reflected on our web page to the RPM5 and the RPM7 and the Procedure Manual as well.

12. 100915

RPM5 – Lease Agreement – Section 20 – changed RPM Director to BoB Director and added a line to explain Addendum/Amendment/Modification as called for within the paragraph

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