



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF REAL ESTATE SERVICES

Serving Government. Serving Virginians.

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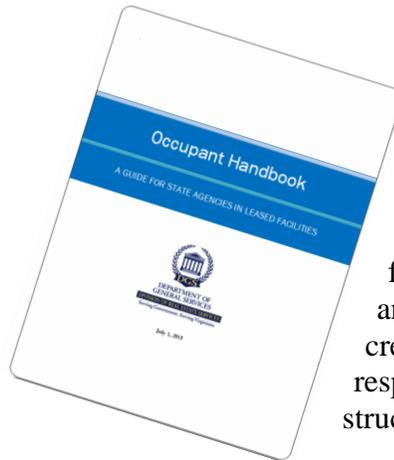
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**August 2015
Real Estate Email Brief**

August 12, 2015



New Occupant Handbook

We are excited to introduce our new Occupant Handbook designed to assist agencies, boards and commissions that occupy leased facilities. While we recognize that every occupant and leased facility is unique, the handbook was created to help agencies better understand their responsibilities within a standard DGS lease structure. The handbook:

- Provides definitions of normal terms as used in the operation and maintenance of facilities;
- Assists with the day-to-day operations of a leased facility;
- Highlights standard Commonwealth lease terms related to facility maintenance and operations;
- Provides agencies with a tool to assist in tracking communication with landlords; and
- Provides direction to an agency when landlords become unresponsive.

The handbook is available online [here](#).

Reporting Deadlines approaching fast

The General Assembly requires DGS annually to report information regarding Land Use Plans for those agencies that own real estate and data on real estate leases that are not administered by the DGS. DGS distributed via email spreadsheets containing this data in July, and we asked that your agency or institution update and return them to us by the following deadlines:

- Land Use Plans - **September 1**
- Non-Administered Lease Data - **October 1**

Please return the spreadsheets at your earliest convenience to allow DGS sufficient time to compile the data for reporting to the General Assembly.

More information can be found on our website [here](#):

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DRES | Division of Real Estate Services

Acquisitions & Leasing | Lease Administration | Broker Services | Records & Reporting

Records & Reporting

The General Assembly has assigned DGS/DRES greater responsibility in collecting and maintaining real estate records and data. Below is a summary of our annual reporting requirements pursuant to certain Virginia Code and Appropriation Act Chapters. We appreciate agencies responding in a timely manner when receiving requests for data so we can meet our deadlines. Also, the consolidation of real estate records in one database helps DRES in its day-to-day management of real estate and assists in identifying properties that are unused or underutilized.

Click [here](#) to see the latest annual report submitted to the General Assembly.

Type of Information Required	Source of Requirement	When	Applies To
For all current leases held in your agency name & not DGS's name, including use agreements and licenses	Section 4-3.01e.2 of the Appropriation Act (Ch. 806) Click Here	Due annually from the agency by October 1 st . DRES will send a report for your agency to complete mid-July	Independent, Judicial, Legislative agencies, Executive agencies with non-administered leases, all Institutions of Higher Education
Land Use Plans DGS Guidelines are posted on the DRES website Click Here	Va. Code § 2.2-1133 Click Here	Due annually from the agency by September 1 st	All agencies, departments and institutions with the exception of those listed in the code
Maintenance of Real Property Records and Posting of Real Estate Inventory on DRES Website	Va. Code § 2.2-1136 B and C. Click Here	Due annually to the GA by November 15 th . DRES will send report for response by August 1 st	All agencies, departments and institutions
Acquisition of real property by gift, lease, ..., including Use Agreements, Licenses or similar types of documents involving "every proposed use or occupancy of real property."	Va. Code § 2.2-1149	Ongoing	All agencies, departments and institutions, including those with delegated authority

Updated Customer Service Survey available online

It's now easier than ever to let us know how we're doing. The Real Estate Transaction Customer Closing Survey is available online [here](#) so that you can quickly and easily answer questions designed to make sure that we're providing the best service possible. Simply answer a few questions and hit submit!

Diamond retiring after a decade with DGS

Real Estate Legal Specialist Bill Diamond will retire at the end of August after a decade with DGS and more than 20 years in state government. Please join us in wishing Bill a happy retirement.

