



Acquisition of Leased Property

Prepared by the
Division of Real Estate Services

October 23, 2013



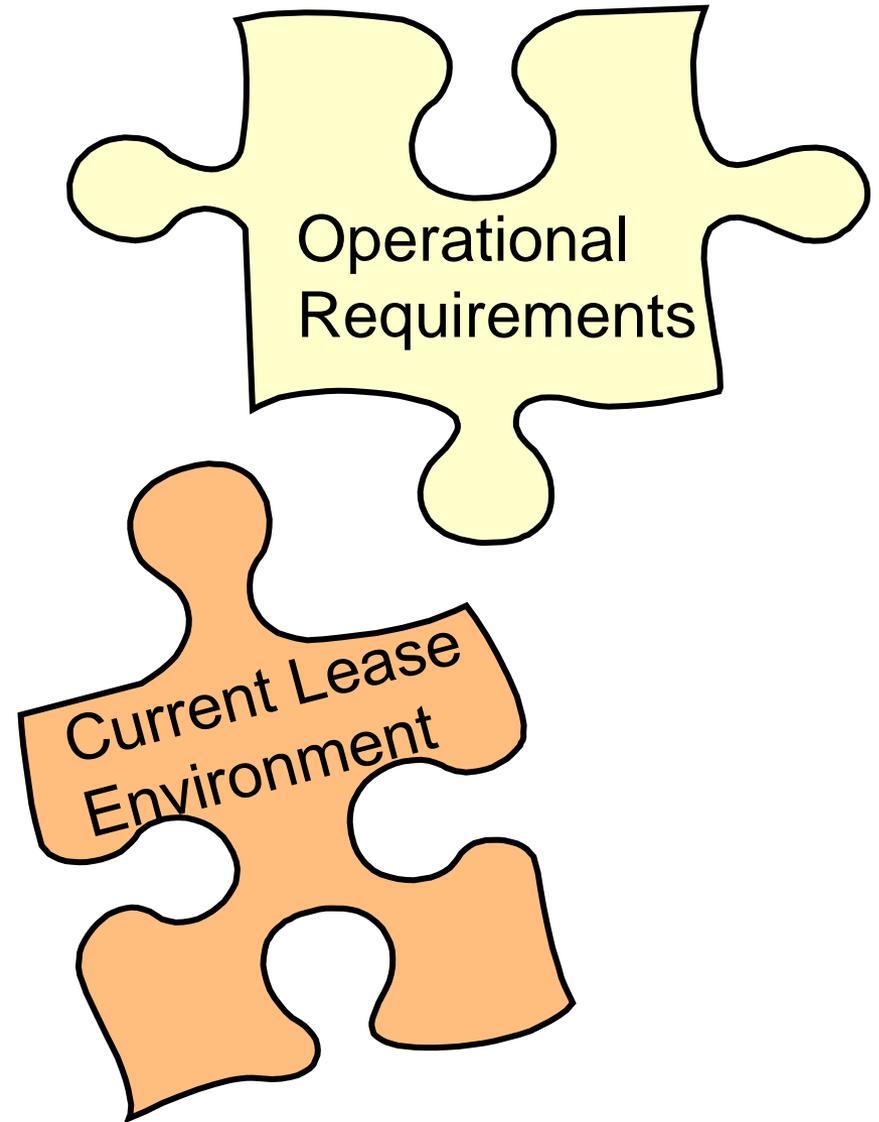
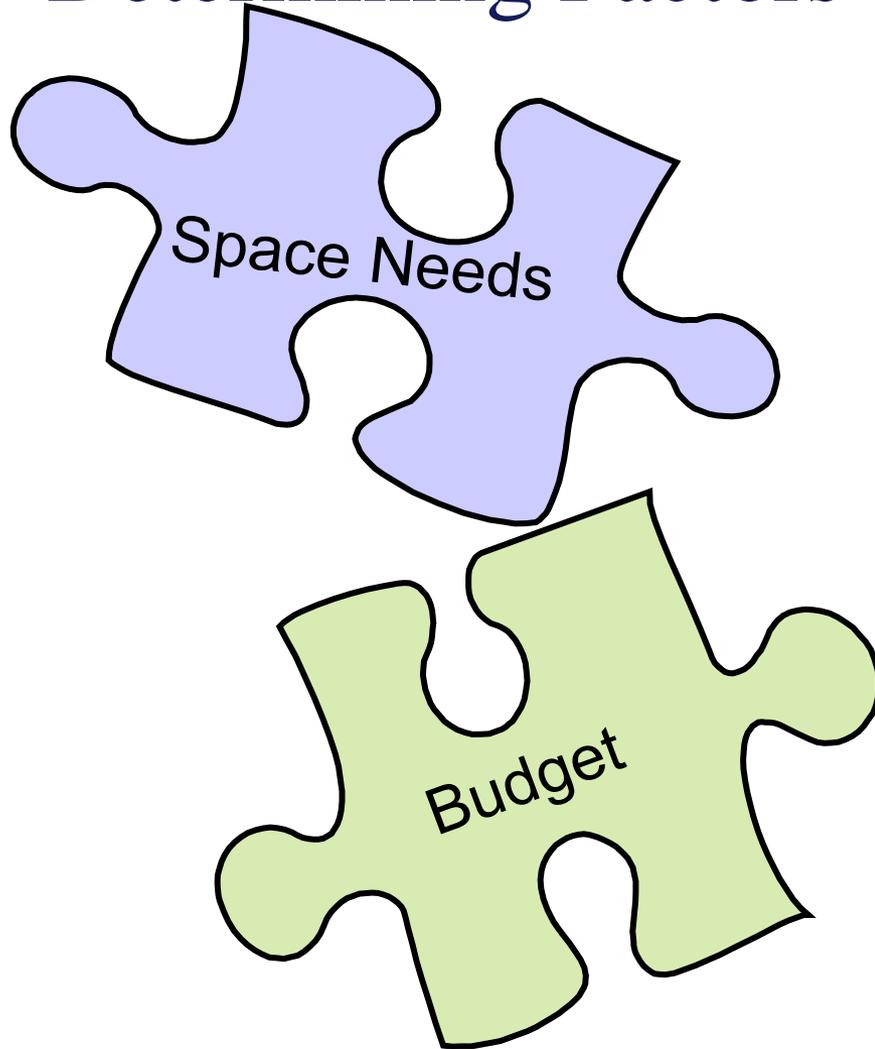
DEPARTMENT OF
GENERAL SERVICES

DIVISION OF REAL ESTATE SERVICES

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Determining Factors

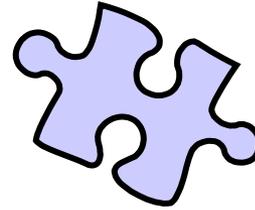




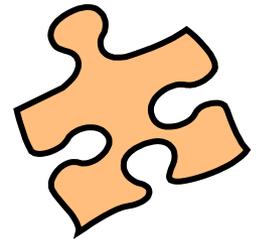
Determining Factors

- Space Needs

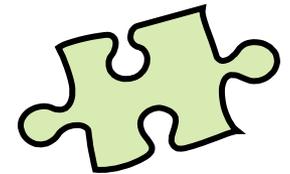
- OSQ Worksheet
- COVA Space Guidelines
- Agency Office Standards



- Operational Requirements (Federal or other regulations)

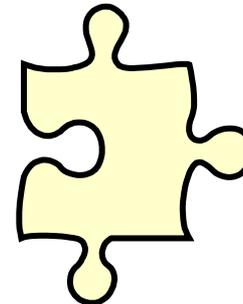


- Budget (Certification of Funds)



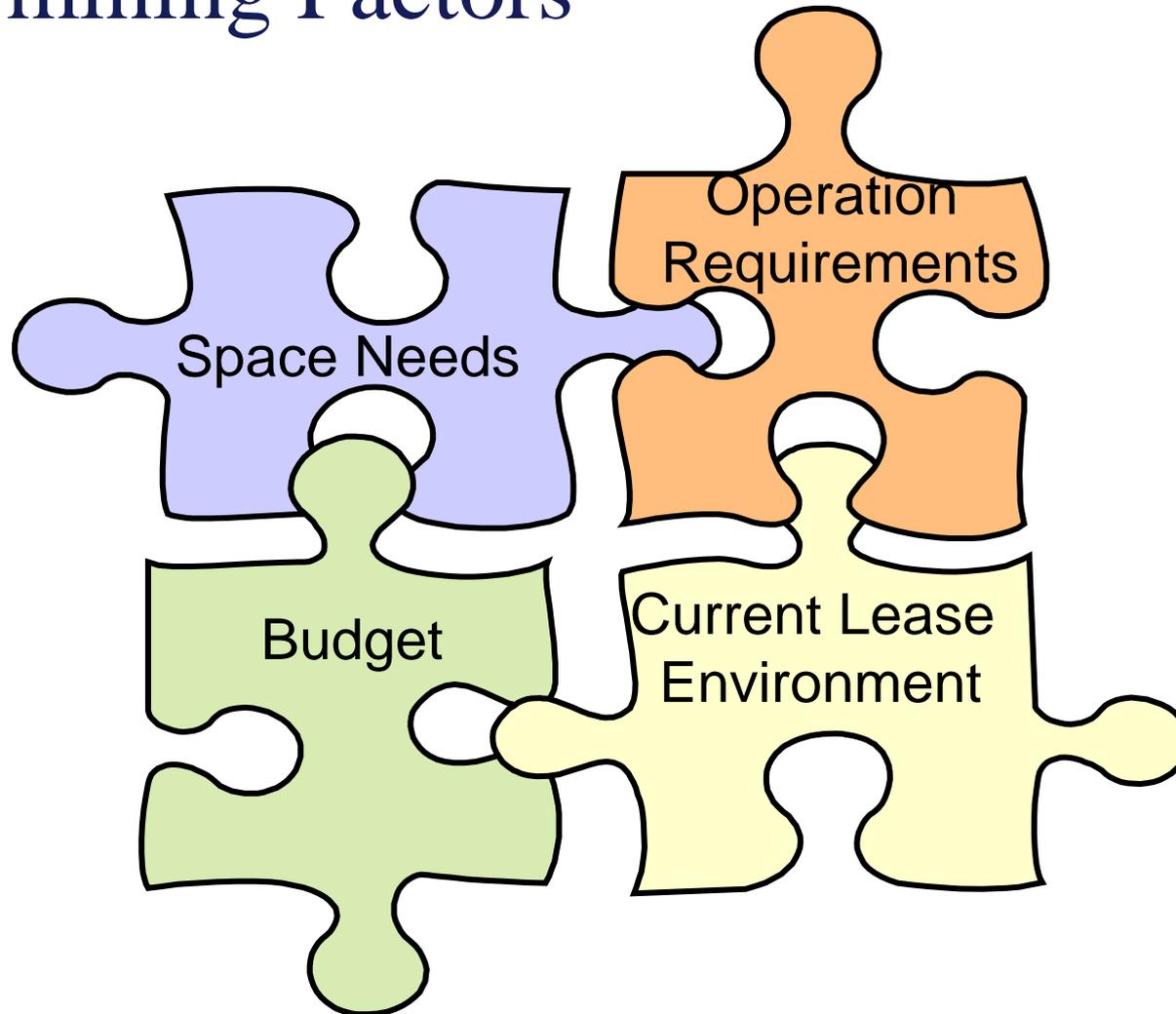
- Current Lease Environment

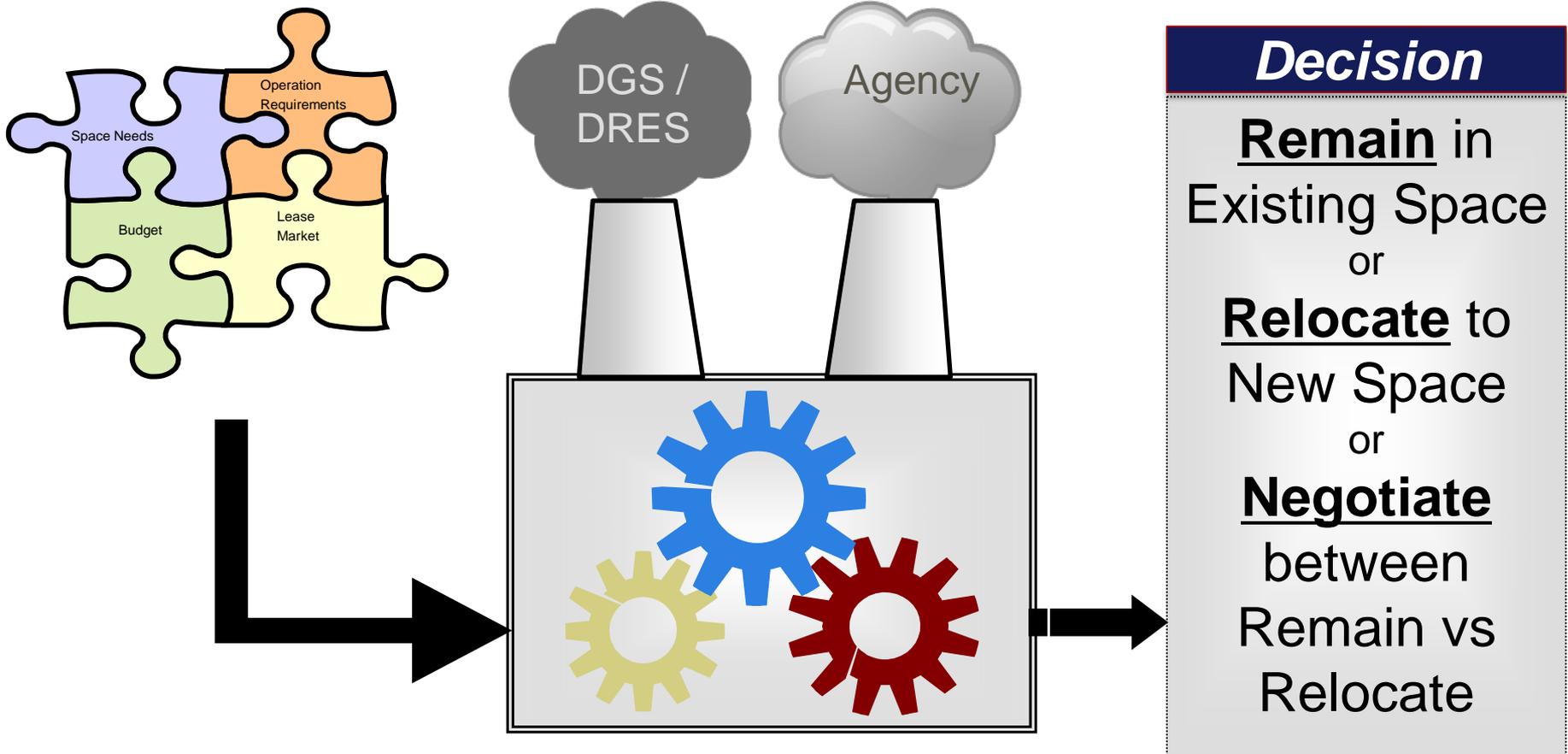
- Functionality of existing space
- Relationship with landlord
- Every market in Virginia is different
- Current rent vs available market rents





Determining Factors

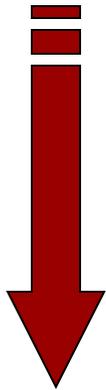




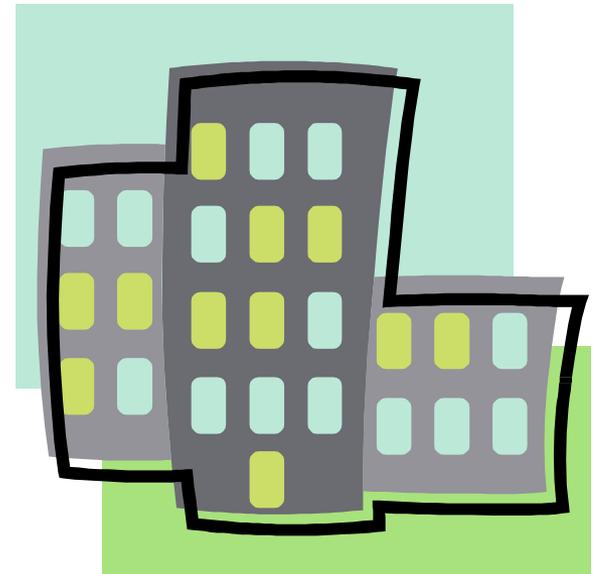


Remain in Existing Location

- Review of existing floor plan - variances from OSQ are understood
- Discuss Improvements to the space
(how do you make the existing space better for operations?)
- Discuss refurbishment items to the space (carpet, paint, etc)



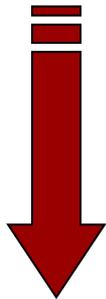
Negotiate with Existing *Landlords*





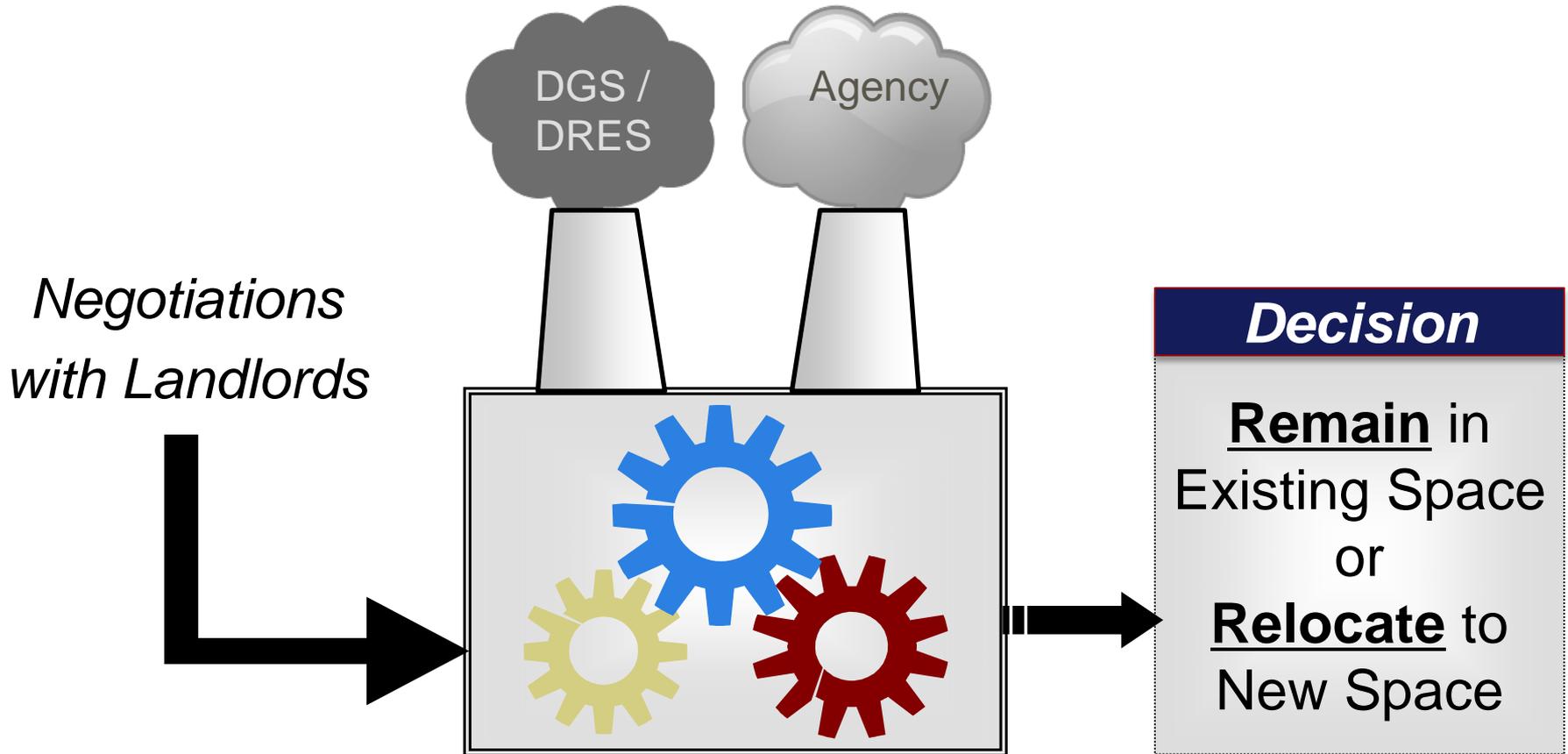
Relocate to New Location

- Use the OSQ square footage as a guideline
- RFP goes to the marketed area and selected properties
- RFP responses cut to a short list
- Tour short list properties
- Tour feedback
- Finalist Selected
- Request “test fit” plan



Negotiate with New *Landlords*







Lease Preparation

- New Lease or Amendment
- Business Terms
 - Address; tax number; site plan; space plan
 - Rent; length of term, options, right of first refusal
 - Maintenance and utilities
 - Build-out Process
- Legal Terms
 - Landlord authority and information (SCC check)
 - ADA compliance
 - Appropriations
 - Sovereign Immunity





Signed Lease

- Getting the New Space Ready
 - Approval of space plan
 - Construction Documents
 - Construction
- Agency Vendor Coordination
 - Cable, furniture, security, audio/visual, filing system, moving, VITA
- Existing Space and Property
 - Surplus – surplus – surplus
 - Organizing a Move
 - Leaving and clearing previous space
- Move





Lease Term – Facilities Management

- Agency Responsibility
 - Manage day-to-day
 - Routine maintenance items
 - Janitor, landscaping, other
 - Keep communication log with landlord
 - Date
 - Issue
 - Resolve
 - No resolve - escalate to Lease Administration
- DRES Responsibility
 - Enforce the terms of the lease
 - Provide any formal notice
 - Approve or initiate any self-cure clause

