

**NOTIFICATION THAT [FULL AGENCY NAME] POSSESSES PROPERTY NOT
USED TO ITS FULL CAPACITY OR NOT REQUIRED FOR AGENCY
PROGRAMS**

[Date]

To: Hugh C. Hubinger
 Department of General Services
 Division of Real Estate Services
 1100 Bank Street, 3rd Floor
 Richmond, Virginia 23219

From: [Contact Name & Title]
 [Agency Name & Code No.]
 [Agency Address Line 1]
 [Agency Address Line 2]

Pursuant to §2.2-1153(A) of the Code of Virginia, this is to notify the Department of General Services (DGS) that the [full agency name] (“AGENCY”) possesses or has under its control the real property described below, which is not being used to full capacity or is not required for the programs of AGENCY[, as approved by the [Cognizant Board or Governing Body] of AGENCY and so reflected in the meeting minutes attached hereto].

PROPERTY DESCRIPTION:

Site Number:

Site Name:

Address:

City/County of

Are there any known environmental issues? (Y/N) ____ (If yes, attach an explanation of the issues and any available documentation.)

Are any post-disposition restrictions necessary? (Y/N) ____ (If yes, attach an explanation.)

Attached is a copy of the most recent submitted Land Use Plan for this site. Does it accurately reflect the current use of, and improvements on, the site? (Y/N) ____ (If no, attach an explanation.)

If only a portion of the site is affected by this notice, please mark the attached Land Use Plan to identify the portion of the site that AGENCY has determined is not being used to full capacity or is not required for the agency programs.

Further, in accordance with said §2.2-1153(A), until the permanent disposition of the property, AGENCY shall provide the property to DGS in a salable condition, shall remove all non-realty Commonwealth property, whether inside or outside of any improvements, and shall maintain the property and any improvements thereon as follows:

1. AGENCY shall vacate and cease use of the property, leaving the interior of improvements in broom clean condition and the entirety of the property free from any trash or debris no later than thirty (30) days from the date of this notification.

2. AGENCY shall refrain from removing any fixtures, equipment, or other Commonwealth property that would cause structural damage or impact the salability of the property.
3. AGENCY shall continue to maintain the property until its disposition, including exterior and interior maintenance, building operating systems and all utilities as well as landscaping, lawn maintenance and snow removal. If AGENCY fails to maintain the property and DGS undertakes corrective action, then DGS may recover the cost of the corrective action from AGENCY.

AGENCY shall make its best efforts to deliver to DGS any applicable items set forth on the UNDERUTILIZED PROPERTY CHECKLIST provided to AGENCY within 30 days of the date of this notification.

AGENCY shall reimburse DGS for any third-party expenses incurred in connection with disposal of the property, whether or not such disposal occurs, within the fiscal year DGS incurs such expense, unless DGS elects to recover any such expense from any proceeds from the sale of the property, which election DGS may withdraw at any time. AGENCY shall execute, promptly upon DGS's request, an owner's affidavit acknowledging property ownership and any work performed within 122 days of the date of such affidavit.

[AGENCY FULL NAME]

By: _____
[Director, Commissioner]