



Virginia's Real Estate & Assets
Management System

COVA Trax Web Portal

User Guide

Department of General Services
Division of Real Estate Services



COVA Trax Web Portal User Guide

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COVA TRAX SYSTEMS SUMMARY

COVA Trax is the Integrated Workplace Management System (IWMS) used by the Department of General Services (DGS), Division of Real Estate Services (DRES). It supports the administration and management of the Commonwealth's real estate portfolio and ensures the efficient maintenance of real estate information.

The COVA Trax Web Portal, available to agency users beginning July 2026, streamlines the Commonwealth's annual real estate reporting process. Through the portal, agencies can review, update, and enter real estate data directly within the system. This simplified approach improves the accuracy and consistency of information reported to the General Assembly and reduces administrative workload across agencies.

REPORTING REQUIREMENTS

The General Assembly mandated through the Code of Virginia and the Appropriations Act that agencies who own or lease real estate must report certain information to DGS on an annual basis. DGS consolidates and presents this information in a summary report to the Governor and General Assembly in November of each year. The consolidation of real estate records into one database helps DGS better track, manage and maintain records for the Commonwealth's real estate portfolio.

LAND USE PLAN (LUP) AND M-R FIX

The Code of Virginia Section § 2.2-1153 requires each department, agency and institution to submit to DGS a Land Use Plan (LUP) for the state-owned property in its possession or has under its control. The LUP must show present and planned uses of such property and must include ***a recommendation on whether any property should be declared surplus*** by the controlling department, agency or institution.

Agencies must also enter their M-R FIX survey responses for the same state-owned property directly into the Cova Trax Integrated Workplace Management System (IWMS). Cova Trax (IWMS) is used to determine the "relative age" of buildings and infrastructure and to calculate the amount and percentage of maintenance reserve funding needed to restore capital assets. This information is due to DGS each year by **September 1st**.

NON-DGS/AGENCY ADMINISTERED LEASE (NAAL)

Section 4-8.01e.2 of the Appropriations Act requires each agency that controls leased property, where such leased property is not under the DGS lease administration program, to report to DGS on each leased property. Specific data included in the report shall, at a minimum, include the following: ***the number of square feet occupied, the number of employees and contractors working in the leased space, if applicable, and the annual cost of the lease***. This information is due to DGS each year by **October 1st**.



UPDATES FOR THIS YEAR

For this reporting period, the process for collecting MR-FIX survey data has changed. Previously, agencies submitted their responses using a spreadsheet and the web portal. Beginning this year, all responses must be entered directly into Cova Trax (IWMS).

To complete the survey, your agency will need system access to COVA Trax (IWMS). Please submit an access request to DGS at DRES-info@dgs.virginia.gov.

Additional information on system access and training is available at:

<https://dgs.virginia.gov/division-of-real-estate-and-facilities-management/cova-trax/training>

ADDITIONAL TIPS FOR THE WEB PORTAL

- VITA supported browser for this platform is **Google Chrome**. If you experience any issues with screens not displaying properly, please make sure you are using Google Chrome and not Internet Explorer (IE).
- **Do not** use your browser's **back** and **forward arrows** to return to previous windows, instead navigate through the system using the **top menu bar** at the very **top of the screen**.
- **To avoid losing your work**, make sure to **SAVE** your work **before** uploading documents. After you hit the **SAVE** button, your screen will return to the **Search/Summary** page. Reopen your site/lease record and resume uploading your documents. You will see a **date/timestamp** on the right side of your screen once it is properly uploaded. *See User Guide Instructions on Uploading a Document.

ACCESSING THE COVA TRAX WEB PORTAL

Those employees of Commonwealth agencies, who previously were responsible for submitting annual reports for Land Use Plans and Non-Administered Leases to DGS, will be given access to the COVA Trax Web Portal. If someone else in your agency needs access, please send the request to DGS at DRES-info@dgs.virginia.gov

Web Portal Questions

DGS appreciates your agency using the COVA Trax Web Portal to submit your required annual report(s) by the following deadlines:

- **Land Use Plans & M-R FIX:** Tuesday, September 1, 2026
- **Non-Administered Leases:** Thursday, October 1, 2026



In addition to this user guide, the following resources can provide additional help in using the COVA Trax systems:

- **Email:** At any time, you may send your questions to DRES-info@dgs.virginia.gov
- **Call:** You can reach the Records Manager during regular business hours (Monday through Friday 8:30 AM – 5:00 PM) or by leaving a message at (804) 225-4018.



Virginia's Real Estate & Assets
Management System

Land Use Plan (LUP)

User Instructions

Department of General Services
Division of Real Estate Services



COVA Trax Web Portal Land Use Plans (LUP) Agency User Instructions

Step 1: Log in

New Users:

You will receive an email from DRES-info-server@dgs.virginia.gov with the link to the COVA Trax Web Portal, which will prompt you to set up your password. Your user name is your email address. Once you have keyed in your password, click **"Reset."**

Existing Users:

You will not receive an email this year. Please use the same login credentials as last year.

Here is the link to the website: <https://covatrx.dgs.virginia.gov/Account/Login>

Your user name is your email address. At the Login Screen, if you do not remember your password click on **"Forget Your Password?"** to reset. Enter your email address and hit **Submit**. You will receive an email from DRES-info-server@dgs.virginia.gov with a link to reset your password.

Step 2: Select "Land Use Plans" on the COVA Trax Portal Welcome Page

Step 3: Review your agency's list of existing Site records in preparation for Agency Land Use Plan submission

A listing of your agency's existing Land Use Plan(s) (LUP), also referred to as "Site record(s)", can be viewed on the Land Use Plan Search page. You must open and answer the land use survey questions for each Site record individually. You can export your agency's list of Site records into an Excel spreadsheet by clicking **"Export Site Records"** to review all data before and/or after making any changes.

Land Use Plan Search							
DUE DATE: LAND USE PLAN RESPONSES BY 8/31/2026		Name:		Agency Code: --SELECT--			
		Site ID:		Site To Include: --SELECT--			
		City:		FIPS Code: --SELECT--			
		Agency User Status: --SELECT--		Rec Mgmt User Status: --SELECT--			
		Search		Reset			
Summary - Double click row to Edit Export Site Records Add New							
Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
06/23/26	S-017606	DMA HANOVER READINESS CENTER	7093 BROADNECK ROAD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017604	LU BIOMASS FUEL DEPOT	28275 PRINCE EDWARD HIGHWAY	RICE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017600	DGS NEW CAPITOL SQUARE	CAPITOL SQUARE	RICHMOND	HANOVER COUNTY - 085		
06/23/26	S-015644	DMA SANDSTON READINESS CENTER	5901 BEULAH RD	SANDSTON	HENRICO COUNTY - 087		
06/10/26	S-015642	DMA FORT BELVOIR ENCLAVE AND FMS #13	9810 FLAGLER RD	FORT BELVOIR	FAIRFAX COUNTY - 059		
06/23/26	S-015640	DMA WINCHESTER READINESS CENTER FREDERICK	181 PENDELTON DR	WINCHESTER	FREDERICK COUNTY - 069		
06/23/26	S-015639	DMA WEST POINT READINESS CENTER KING WILLIAM	23181 KING WILLIAM AVENUE	WEST POINT	KING WILLIAM COUNTY - 101		
06/23/26	S-015638	DMA POWHATAN READINESS CENTER	276 ESSAYONS DR	POWHATAN	POWHATAN COUNTY - 145		
06/23/26	S-015637	DMA LEESBURG READINESS CENTER	41905 LOUDOUN CENTER PL	LEESBURG	LOUDOUN COUNTY - 107		
06/23/26	S-001331	DMA EMPORIA ARMORY SITE GREENSVILLE CO	940 COURTLAND RD	EMPORIA	GREENSVILLE COUNTY - 081		
06/23/26	S-001282	DMA HAMPTON ARMORY CITY OF HAMPTON	208 MARCELLA ROAD	HAMPTON	HAMPTON CITY - 650		
06/23/26	S-001204	DMA FORT AP HILL CAROLINE CO.	18272 AP HILL BLVD	BOWLING GREEN	CAROLINE COUNTY - 033		
06/23/26	S-001143	DMA FORT PICKETT BLACKSTONE	1484 MILITARY ROAD	BLACKSTONE	NOTTOWAY COUNTY - 135		
05/12/26	S-017597	DGS HENRICO OFFICE	123 BROAD	RICHMOND	RICHMOND CITY - 760		
06/23/26	S-017595	LU ADMISSIONS BUILDING PARKING FARMVILLE	203 RANDOLPH STREET	FARMVILLE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017594	DEQ REID'S FERRY WELL SUFFOLK	REID'S FERRY WELL	SUFFOLK	SUFFOLK CITY - 800		
06/23/26	S-017593	VSP ALL STATE BUILDING ROANOKE	1745 LOCH HAVEN DRIVE	ROANOKE	ROANOKE CITY - 770		
06/23/26	S-017592	DGS CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017591	DGS OPERATION GOODWILL WISE COUNTY	2505 ORR STREET	BIG STONE GAP	WISE COUNTY - 195		
06/23/26	S-017590	DGS BIOTECH 6 RICHMOND	600 NORTH 5TH STREET	RICHMOND	RICHMOND CITY - 760		



Use the following **Search** fields found at the top of the **Land Use Plan Search** page to search or filter on your agency's Site record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text. To clear Search field criteria, click on the **Reset** button.

- **Name** - COVA Trax Site record name (Enter all or any portion of the text to search)
- **Site ID** - unique ID for the Site record assigned by COVA Trax (e.g. S-000001)
- **City** - city where owned Site is located
- **Agency User Status** - you can search two (2) ways using this field:
 - Empty Status – Site records that need to be reviewed and updated by the Agency
 - Ready For Rec Mgmt. - means the agency updated the Site record and it is ready for DGS Records Management review
- **Agency Code** - State agency code based on the ownership of the property.
- **Site to Include** - Use this function to filter by "new" or "existing" Site records.
- **FIPS Code** - Federal Information Processing Standard Code (FIPS) or Region/Locality code
- **Rec Mgmt User Status** - utilized by DGS only

Click **"Search"** to retrieve the Site records or **"Reset"** to clear the fields and start a new search.

From the **Land Use Plan Search** page, **double click** on the Site Name listed in the search grid to view an individual Site record. The **Land Use Plan – Site Record Update** page for that Site record will open for you to make your annual updates.

*****If you answer "YES" to structures planned, added or demolished OR land acquired or disposed, you must upload a new Site Plan. If uncertain as to your agency's current Site Plan on file with DGS, please contact DGS by email at DRES-info@dgs.virginia.gov or by phone at (804) 225-4018.***

Land Use Plan - Site Record Update

COVA Trax ID: S-017600
Site Address: CAPITOL SQUARE
Zip: 23219
FIPS Code: HANOVER COUNTY - 085
Site Type: OFFICE
Latitude:
Name: DGS NEW CAPITOL SQUARE
City: RICHMOND
Total Acreage: 25.00
Agency Code: 194
Site Status:
Longitude:

Review the information above for accuracy. Note errors or requested changes below in comments field. Responses due by 8/31/2026

Land Use Plan Instructions

If you answer YES to structures planned, added or demolished OR land acquired or disposed, please upload a new Site Plan.
If uncertain whether DGS has a current Site Plan on file, please contact DGS via email at dres-info@dgs.virginia.gov.
For all questions below provide answers applicable to the period July 1, 2025 to June 30, 2026

Save your work before uploading documents

Save **Cancel**

Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

Choose File No file chosen

Document Upload

*****You will notice that you cannot make changes in the top section except for the Latitude and Longitude fields.***



The following information must be updated for each existing site record. **Responses due by 9/1/2026.**

****Important:** To avoid losing your work, make sure to **"SAVE"** before uploading any documents. After you click **"SAVE"**, you will be redirected to the SEARCH/ SUMMARY screen. Reopen your site record to make additional changes and/or **UPLOAD** documents.

- **Any New Structures Planned, Added, or Existing Structures Demolished?:** Answer "yes" if you are planning or adding new structures or demolish existing structures.
- **Number of Existing Buildings on this Site?:** Enter the number. Enter "0" if none.
- **Is any portion of the Site being used or occupied by another entity or agency?:** Answer "yes", or "no". *If yes, please identify the following in the **"Describe underutilized Building(s) and/or Site"** comments box: 1) name of building(s) or other description, 2) Square Feet, 3) Occupant(s), and 4) Confirmation that the agreement for the occupancy is existing or will be reported in the NAAL area of the portal.*
- **Is every building and all of the Site fully occupied or utilized?:** Answer "yes", "no", or "N/A". Please answer "N/A" if your site record does not contain a building. *If you answer "no" and there is an underutilized building(s) on the site, please identify the building(s) in the **"Describe underutilized Building(s) and/or Site"** comments box and include the following information: 1) name of building or Property ID#, 2) size, 3) use type (i.e. office building, dormitory, storage, etc.) and 4) the amount of underutilized square footage available.*
- **Is broadband access currently available at the site?:** Answer "yes", or "no".
- **Is the existing broadband internet sufficient for your agency's needs?:** Answer "yes", or "no".
- **At this site, is there any space on antennas, roof-tops, other structures, or available vacant land suitable to locate wireless broadband equipment?:** Answer "yes", "no", or "n/a". *If yes, please enter the location in the **"Identify Potential Location(s)"** comments box.*
- **Any land acquired?:** Answer "yes" or "no". *If you answered "yes," a box will appear asking for the new Total Acreage after the acquisition (e.g. if originally the Site acreage was 100 and 20 acres were purchased, enter here 120 acres) Acreage for the newly acquired land is stated in the deed, please upload a copy of the recorded deed in the Upload Documents section unless the transaction was managed by DGS.*
- **Any land disposed?:** Answer "yes" or "no". *If you answered "yes," a box will appear asking the new Total Acreage after the disposition (e.g. if originally the Site acreage was 100 and 20 acres were sold, enter here 80 acres). Acreage for the sold land is stated in the deed, please upload a copy of the recorded deed in the Upload Documents section unless the transaction was managed by DGS.*
- **How many new easements have been recorded at this site?** Provide the number of new easements entered into in the last fiscal year (for the period of July 1, 2025 through June 30, 2026). Enter "0" if none. ****Please upload the recorded deed of easement(s) in the Upload Documents section unless the transaction was managed by DGS.**
- **Are there any Infrastructure repairs or replacements anticipated?:** *If yes, please enter needs and estimated cost in the **"Infrastructure Needs"** comments box.*
- **Are there any environmental concerns affecting the Site?:** *If yes, please enter in the **"Environmental Concerns"** comments box.*



- **Does the Site have access to Utilities?:** If yes, please select which utilities that apply: 1) *Water*, 2) *Sewer*, 3) *Electric*, 4) *Natural Gas* and 5) *Telecommunications*.
- **Could a portion of the property (land, rooftops, parking lots, etc.), be leased to private parties for renewable energy production (e.g. solar/wind)?**
Answer “yes” or “no”.
- **Would the owner consider third-party installation of solar panels on any existing structures?**
Answer “yes” or “no”.
- **Would the owner consider leases to provide privately operated EV charging stations?**
Answer “yes” or “no”.
- **Agency Surplus Designation:** Please refer to the “Site Status” field at the top of the Site record for the current status of the Site as determined by last year’s reporting.

Definitions:

1. **In Use** is defined as a site that is fully utilized to support the mission of the agency.
2. **Underutilized property** is defined as a site or portion thereof which is not being used to its full capacity and is being retained for the agency’s future need. The underutilized property or building would be available for other agencies to use on a temporary basis until such time it is required for an owner/agency requirement.
3. **Future Use** is defined as a site that the agency has identified for a proposed capital project to construct a new facility.
4. **Surplus Real Property** is defined as a site or portion thereof which is no longer required to serve the agency’s mission.

If the designation changes from an “*underutilized*” or “*surplus*” status to “*in use*”, then please provide a brief explanation for this status change in the Comments Box. Choose whether the property is **In Use**, **Future Use**, **Surplus-Entirety**, **Surplus-Portion**, or **Underutilization** - *if you identify the site as “Surplus-Portion,” please provide an updated land use site plan - please identify the portion of the property you consider to be the surplus portion and upload the updated land use site plan in the Upload Document section.*



Step 4: Add a new LUP

If a Site record is not listed on your agency's grid that means the Site record does not exist in COVA Trax and must be added by your agency. If you need to add a new LUP, click on **"Add New"** on the **Land Use Plan Search** page.

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2026

Name:

Site ID:

City:

Agency User Status:

Agency Code:

Site To Include:

FIPS Code:

Rec Mgmt User Status:

Search

Reset

Summary

- Double click row to Edit...

Export Site Records

Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
06/23/26	S-017606	DMA HANOVER READINESS CENTER	7093 BROADNECK ROAD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017604	LU BIOMASS FUEL DEPOT	28275 PRINCE EDWARD HIGHWAY	RICE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017600	DGS NEW CAPITOL SQUARE	CAPITOL SQUARE	RICHMOND	HANOVER COUNTY - 085		
06/23/26	S-015644	DMA SANDSTON READINESS CENTER	5901 BEULAH RD	SANDSTON	HENRICO COUNTY - 087		
06/10/26	S-015642	DMA FORT BELVOIR ENCLAVE AND FMS #13	9810 FLAGLER RD	FORT BELVOIR	FAIRFAX COUNTY - 059		
06/23/26	S-015640	DMA WINCHESTER READINESS CENTER FREDERICK	181 PENDELTON DR	WINCHESTER	FREDERICK COUNTY - 069		
06/23/26	S-015639	DMA WEST POINT READINESS CENTER KING WILLIAM	23181 KING WILLIAM AVENUE	WEST POINT	KING WILLIAM COUNTY - 101		
06/23/26	S-015638	DMA POWHATAN READINESS CENTER	276 ESSAVONS DR	POWHATAN	POWHATAN COUNTY - 145		
06/23/26	S-015637	DMA LEESBURG READINESS CENTER	41905 LOUDOUN CENTER PL	LEESBURG	LOUDOUN COUNTY - 107		
06/23/26	S-001331	DMA EMPORIA ARMORY SITE GREENSVILLE CO	940 COURTLAND RD	EMPORIA	GREENSVILLE COUNTY - 081		
06/23/26	S-001282	DMA HAMPTON ARMORY CITY OF HAMPTON	208 MARCELLA ROAD	HAMPTON	HAMPTON CITY - 630		
06/23/26	S-001204	DMA FORT AP HILL CAROLINE CO.	18272 AP HILL BLVD	BOWLING GREEN	CAROLINE COUNTY - 033		
06/23/26	S-001143	DMA FORT PICKETT BLACKSTONE	1484 MILITARY ROAD	BLACKSTONE	NOTTOWAY COUNTY - 135		
05/12/26	S-017597	DGS HENRICO OFFICE	123 BROAD	RICHMOND	RICHMOND CITY - 760		
06/23/26	S-017595	LU ADMISSIONS BUILDING PARKING FARMVILLE	203 RANDOLPH STREET	FARMVILLE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017594	DEQ REID'S FERRY WELL SUFFOLK	REID'S FERRY WELL	SUFFOLK	SUFFOLK CITY - 800		
06/23/26	S-017593	VSP ALL STATE BUILDING ROANOKE	1745 LOCH HAVEN DRIVE	ROANOKE	ROANOKE CITY - 770		
06/23/26	S-017592	DGS CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017591	DGS OPERATION GOODWILL WISE COUNTY	2505 ORR STREET	BIG STONE GAP	WISE COUNTY - 195		
06/23/26	S-017590	DGS BIOTECH 6 RICHMOND	600 NORTH 5TH STREET	RICHMOND	RICHMOND CITY - 760		

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Once on the **Land Use Plan New Site** page, input the new Site information.

Land Use Plan - Site Record Update

COVA Trax ID: S-017600

Site Address: CAPITOL SQUARE

Zip: 23219

FIPS Code: HANOVER COUNTY - 085

Site Type: OFFICE

Latitude:

Name: DGS NEW CAPITOL SQUARE

City: RICHMOND

Total Acreage: 25.00

Agency Code: 194

Site Status:

Longitude:

Review the information above for accuracy. Note errors or requested changes below in comments field. Responses due by 8/31/2026

Land Use Plan Instructions

If you answer YES to structures planned, added or demolished OR land acquired or disposed, please upload a new Site Plan.

If uncertain whether DGS has a current Site Plan on file, please contact DGS via email at dres-info@dgs.virginia.gov.

For all questions below provide answers applicable to the period July 1, 2025 to June 30, 2026



In addition to the **Site Name** and **Address** information, please include the following:

- **Agency Code:** State agency code based on the ownership of the newly acquired property
- **Number of Existing Buildings on this Site:** Number of buildings on this Site. Enter "0" if none.
- **Cemeteries:** Answer "yes" or "no" as to whether there is a cemetery on this Site
- **Comments:** Provide additional information that may be of use
- **Site Type:** Identify the type of use such as Office, Educational, or Military
- **FIPS Code:** Federal Information Processing Standard Code (FIPS) or Region/Locality code
- **Total Acreage:** Total acreage from deed record or multiple deed records
- **Latitude/Longitude:** If unknown, click on the globe beside "Latitude" or "Longitude" - this takes you to an external website (www.latlong.net) where you will enter the property address and click "Find" to identify those coordinates - copy and paste them into the COVA Trax Web Portal
 - **Note: Longitude should be a negative number (-)**
- **Employee Residence #:** Number of residential units (single-family residences) on this Site
- **Number of Existing Easements on this Site:** Number of easements on this Site. Enter "0" if none.
- **Antenna:** Answer "yes" or "no" as to whether there is an antenna/tower on this Site

****Important:** To avoid losing your work, make sure to **"SAVE"** before uploading any documents. After you click **"SAVE"**, you will be redirected to the **SEARCH/ SUMMARY** screen. Reopen your site record to make additional changes and/or **UPLOAD** documents.

- Be sure to attach the following documents for the new Site record in the **"Upload Documents"** section:
 - **Recorded Deed(s)**
 - **Land Use Site Plan (See instructions & examples below)**
 - **Easements**
 - **Title Policy**
 - **Plat(s)**



Step 5: Upload or Delete Documents

Upload a Document:

1. Once you have **saved** and **reopened** your site record, click on **“Choose File”** at the bottom of screen.
2. **Navigate** to the folder on your computer where the file is saved.
Click on the file. The **file name** will appear next to the **“Choose File”** button.

Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

Click Browse (Choose File) button to select a file from your computer, and then click Document Upload button to upload.

Choose File | pic1.png

Document Upload

3. Click on the **“Document Upload”** button below the **“Choose File”** button. The **document name** and **user name** will appear at the bottom right side of the screen.

Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

Click Browse (Choose File) button to select a file from your computer, and then click Document Upload button to upload.

Choose File No file chosen

Document Upload

Document Name	User	Delete
pic1.png	tesa.berry@dgs.virginia.gov	

****Note:** When clicking on the **“Document Upload”** button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the Upload Documents section.*

Delete a Document:

1. To **delete** your uploaded file, click on the **trash can** icon.

Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

Click Browse (Choose File) button to select a file from your computer, and then click Document Upload button to upload.

Choose File No file chosen

Document Upload

Document Name	User	Delete
pic1.png	tesa.berry@dgs.virginia.gov	

2. You will be prompted with a popup window that asks if you are sure you want to delete. Click **“OK”**. Your file should no longer be displayed at the bottom right side of screen.

covatrax-test.dgs.virginia.gov says

Are you sure you want to Delete?

OK Cancel



LUP Site Plan

- For newly acquired property or other owned property not listed, or if **you have answered YES to structures planned, added or demolished or land acquired or disposed, you must upload a new Site Plan.** If uncertain as to your current Site Plan on file with DGS, you can obtain a copy via email at DRES-info@dgs.virginia.gov or call DGS at (804) 225-4018.

A LUP consisting of the following should be uploaded (see examples below):

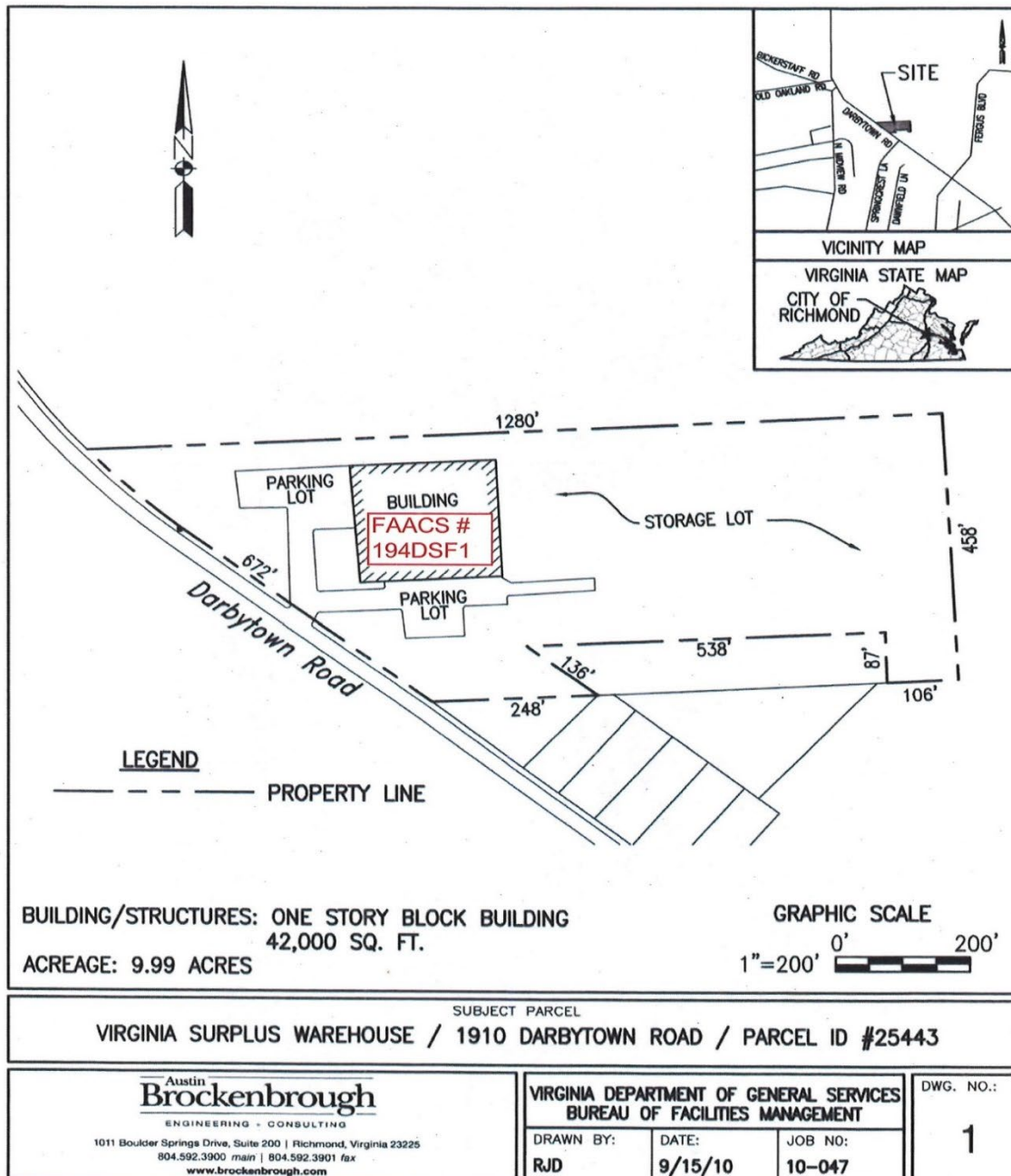
1. A Site Plan showing:

- The agency name, the tract or campus name, the acreage, the longitude/latitude, the locality name, a graphic scale, and a north arrow.
- Existing buildings with names, roads, parking lots, major pedestrian avenues, archeological sites, historic landmarks, timber management areas, and areas leased for mineral extraction.
- All land uses must be shown, including buffer areas, agricultural uses, and areas under forest management (on a facility site), floodplain areas, and areas leased to others for management.
- Future development plans showing development as envisioned by the agency's six year capital plan, including proposed buildings, roads, parking lots and major pedestrian avenues, and proposed property boundaries, whether expanded or reduced. **Future facilities (planned) will be crosshatched or clearly identified by some other technique.**
- Additional land proposed for acquisition to expand the facility, showing the location and the proposed use(s).
- Indicate any buildings planned for demolition or other removal.
- If the property or any portion thereof is not being used and is not planned for future use, then indicate the location and acreage and include an evaluation whether it should be identified as surplus property.
- The scale of the plan shall allow for easy identification of the details and features. Normally a scale of 1" = 500 ft. is sufficient.

2. The approval of the cognizant board or governing body of the department, agency or institution of the LUP (or the agency head in the absence of a board or governing body), along with a recommendation on whether the property should be declared surplus by the department, agency or institution.



EXHIBIT A





Step 6: Review, verification and updating of existing Site records and adding any new Site records must be completed by close of business on Monday, September 1, 2026.

DGS must set a deadline in order to complete the mandatory reporting due to the requirements of the General Assembly. Please update all site records by close of business on **Monday, September 1, 2026**. After that time, the COVA Trax Web Portal LUP access will be closed. DGS is required to report on behalf of all agencies; therefore, non-responses will be noted in the report.

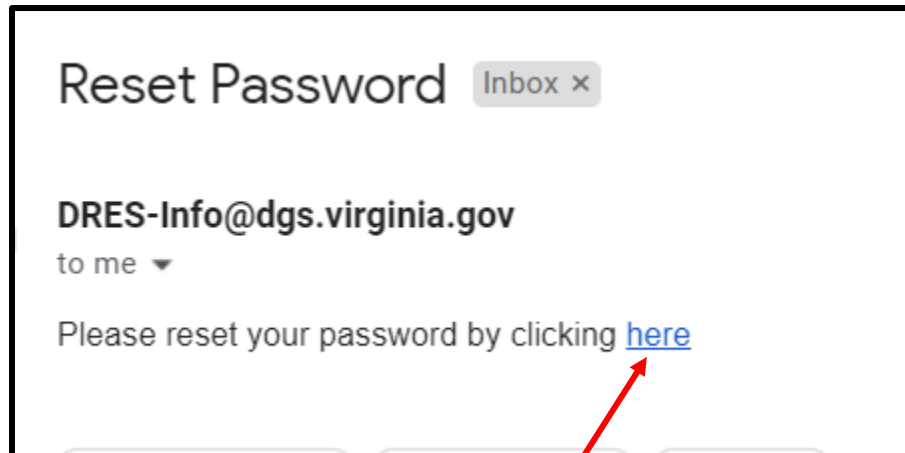


COVA Trax Web Portal Land Use Plans (LUP) Screen Guide

**Department of General Services
Division of Real Estate Services**



User ID Email from DGS



New Users Only

You will receive an email from DRES-Info-Server@dgs.virginia.gov to confirm your account and setup a password. **Click** on the **“here”** link, and you will be directed to the **Reset Password** page.

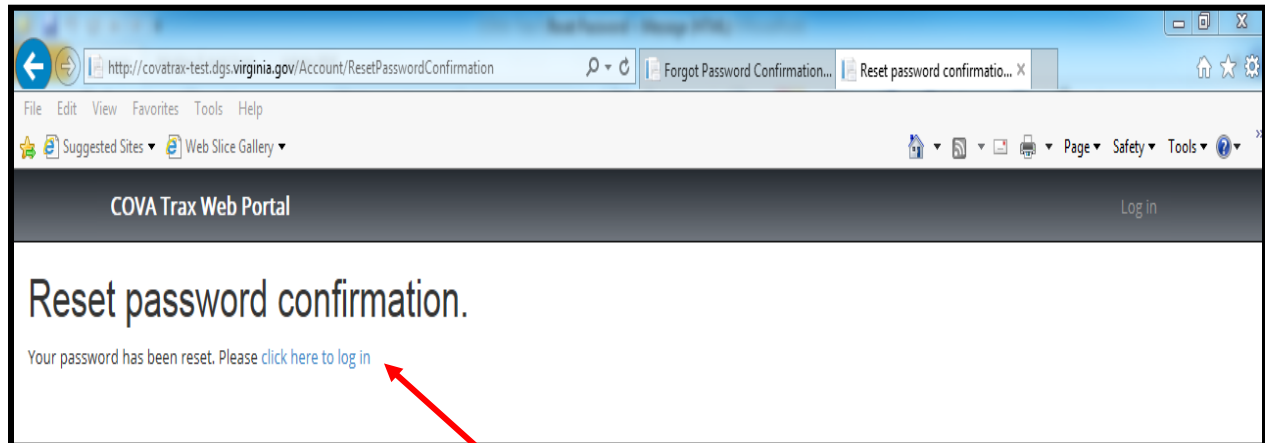


Setting up Your Password

Please **enter** your email address twice; then setup your new password and re-enter your new password; then **hit** the “**Reset**” button. You will then be directed to the **Reset Password Confirmation** page.



Password Confirmation



Your password has been set up. Now you can login to the COVA Trax Web Portal by clicking on the **"click here to log in"** link.



Log In Page

The screenshot shows the COVA Trax Web Portal login page. The header includes the VA logo, the text "COVA Trax Web Portal", and a link "Here's how you know". A "Find a Commonwealth Resource" link is also present. The main content area has a blue background. A login form is centered, featuring fields for "Name:" and "Password:", a "Login" button, and a "Forgot your password?" link. A red arrow points from a callout box to the "Name:" field. Another red arrow points from a second callout box to the "Forgot your password?" link. The page also includes a "MANHATTAN" logo and a "COVA TRAX" logo with the text "Virginia's Real Estate & Assets Management System".

Enter your username (your email address) and password then click Login

If you forget your password, click "Forgot your password" to reset it

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Land Use Plans (LUP) Welcome Page

The screenshot shows the COVA Trax Web Portal interface. At the top, there is a navigation bar with the following elements: 'COVA Trax Web Portal', 'Non-DGS/Agency Administered Lease', 'Land Use', 'Help', a user greeting 'Hello bres-info@dgs.virginia.gov!', a 'Logoff' button, and 'Version: 7.0.0'. The main content area features the title 'COVA Trax Portal' and a welcome message: 'Welcome to the Non-DGS/Agency Administered Lease, Land Use Plans and M-R FIX Portal'. Below this, there are two primary sections: 'Land Use Plans' and 'Non-DGS/Agency Administered Lease'. The 'Land Use Plans' section includes the text 'LUP updates due by 8/31/2026'. The 'Non-DGS/Agency Administered Lease' section includes the text 'Updates due by 10/01/2026'. At the bottom of the main content area, there is a message: 'Please visit the [DGS website](#) for this year's user guide and training information. Thank you.' and another message: 'The Virginia Property Maintenance Code applies to state-owned building and structures. See CPSM Section 4.19 available on the [DGS, DEB webpage](#) for further information.' A red arrow originates from a button labeled 'Select Land Use Plans' located below the screenshot and points directly to the 'Land Use Plans' section header.

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use Help Hello bres-info@dgs.virginia.gov! Logoff Version: 7.0.0

COVA Trax Portal

Welcome to the Non-DGS/Agency Administered Lease, Land Use Plans and M-R FIX Portal

Land Use Plans
LUP updates due by 8/31/2026

Non-DGS/Agency Administered Lease
Updates due by 10/01/2026

Please visit the [DGS website](#) for this year's user guide and training information. Thank you.

The Virginia Property Maintenance Code applies to state-owned building and structures. See CPSM Section 4.19 available on the [DGS, DEB webpage](#) for further information.

Select Land Use Plans



Search Options

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2026

Name:

Site ID:

City:

Agency User Status:

Agency Code:

Site To Include:

FIPS Code:

Rec Mgmt User Status:

Summary - Double Click Row to Edit... Export Site Records Add New

City

OVER			
AMOND			
DOSTON			
T BELVOIR			
CHESTER			
T POINT			
HATAN			
SBURG			
ORIA			
PTON	HAMPTON CITY - 650		
ILING GREEN	CAROLINE COUNTY - 033		
ACKSTONE	NOTTOWAY COUNTY - 135		
RICHMOND	RICHMOND CITY - 760		
FARMVILLE	PRINCE EDWARD COUNTY - 147		
SUFFOLK	SUFFOLK CITY - 800		
ROANOKE	ROANOKE CITY - 770		
HANOVER	HANOVER COUNTY - 085		
BIG STONE GAP	WISE COUNTY - 195		
RICHMOND	RICHMOND CITY - 760		

06/23/26	S-017595	LU ADMISSIONS BUILDING PARKING FARMVILLE	203 RANDOLPH STREET		
06/23/26	S-017594	DEQ REID'S FERRY WELL SUFFOLK	REID'S FERRY WELL		
06/23/26	S-017593	VSP ALL STATE BUILDING ROANOKE	1745 LOCH HAVEN DRIVE		
06/23/26	S-017592	DGS CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD		
06/23/26	S-017591	DGS OPERATION GOODWILL WISE COUNTY	2505 ORR STREET		
06/23/26	S-017590	DGS BIOTECH 6 RICHMOND	600 NORTH 5TH STREET		

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Search by **Site Name**, **Site ID**, **City**, **Agency User Status**, **Rec Mgmt User Status**, **Agency Code**, **Site to Include** (i.e. a new or existing site), or by **FIPS Code**. ("**Agency User Status**" indicates if site records were reviewed and updated by the Agency with the status of "**Ready for REC Mgmt**". "**Rec Mgmt User Status**" indicates if it was "**Submitted To Cova Trax**" and that DGS Records Management has completed the review).

Click **Search** to retrieve a list of Site records that match your search criteria. Hit **Reset** to clear any previous search criteria and start again.



Reviewing/Exporting Existing Sites

Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2026

Name:

Site ID:

City:

Agency User Status:

Agency Code: --SELECT--

Site To Include: --SELECT--

FIPS Code: --SELECT--

Rec Mgmt User Status: --SELECT--

Search

Reset

Summary - Double click row to Edit.. Export Site Records Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
06/23/26	S-017606	DMA HANOVER READINESS CENTER	7093 BROADNECK ROAD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017604	LU BIOMASS FUEL DEPOT	28275 PRINCE EDWARD HIGHWAY	RICE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017600	DGS NEW CASTLE HOUSE	CASTLE HOUSE	RICHMOND	HANOVER COUNTY - 085		
06/23/26	S-015644	D		SANDSTON	HENRICO COUNTY - 087		
06/10/26	S-015642	D		FORT BELVOIR	FAIRFAX COUNTY - 059		
06/23/26	S-015640	D		WINCHESTER	FREDERICK COUNTY - 069		
06/23/26	S-015639	D		WEST POINT	KING WILLIAM COUNTY - 101		
06/23/26	S-015638	D		POWHATAN	POWHATAN COUNTY - 145		
06/23/26	S-015637	D		LEESBURG	LOUDOUN COUNTY - 107		
06/23/26	S-001331	DMA EMPORIA		EMPORIA	GREENSVILLE COUNTY - 081		
06/23/26	S-001282	DMA HAMPTON ARMORY CITY OF HAMPTON	208 MARCELLA ROAD	HAMPTON	HAMPTON CITY - 650		
06/23/26	S-001204	DMA FORT AP HILL CAROLINE CO.	18272 AP HILL BLVD	BOWLING GREEN	CAROLINE COUNTY - 033		
06/23/26	S-001143	DMA FORT PICKETT BLACKSTONE	1484 MILITARY ROAD	BLACKSTONE	NOTTOWAY COUNTY - 135		
05/12/26	S-017597	DGS HENRICO OFFICE	123 BROAD	RICHMOND	RICHMOND CITY - 760		
06/23/26	S-017595	LU ADMISSIONS BUILDING PARKING FARMVILLE	203 RANDOLPH STREET	FARMVILLE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017594	DEQ REID'S FERRY WELL SUFFOLK	REID'S FERRY WELL	SUFFOLK	SUFFOLK CITY - 800		
06/23/26	S-017593	VSP ALL STATE BUILDING ROANOKE	1745 LOCH HAVEN DRIVE	ROANOKE	ROANOKE CITY - 770		
06/23/26	S-017592	DGS CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017591	DGS OPERATION GOODWILL WISE COUNTY	2505 ORR STREET	BIG STONE GAP	WISE COUNTY - 195		
06/23/26	S-017590	DGS BIOTECH 6 RICHMOND	600 NORTH 5TH STREET	RICHMOND	RICHMOND CITY - 760		

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Click here to download a complete listing of all your agency site records before or after your updates

The screen shows 20 records at a time. Click on the left or right arrows to view more records.

Displays a count of total site records

22



Editing an Existing Site Record

Land Use Plan Search

DUE DATE:

LAND USE PLAN RESPONSES BY 8/31/2026

Name:

Site ID:

City:

Agency User Status:

Agency Code: -SELECT-

Site To Include: -SELECT-

FIPS Code: -SELECT-

Rec Mgmt User Status: -SELECT-

Search

Reset

Summary

- Double click row to Edit...

Export Site Records

Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
06/23/26	S-017606	DMA HANOVER READINESS CENTER	7093 BROADNECK ROAD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017604	LU BIOMASS FUEL DEPOT	28275 PRINCE EDWARD HIGHWAY	RICE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017600	DGS NEW CAPITOL SQUARE	CAPITOL SQUARE	RICHMOND	HANOVER COUNTY - 085		
06/23/26	S-015644	DMA SANDSTON READINESS CENTER	5901 BEULAH RD	SANDSTON	HENRICO COUNTY - 087		
06/10/26	S-015642	DMA FORT BELVOIR ENCLAVE AND FMS #13	9810 FLAGLER RD	FORT BELVOIR	FAIRFAX COUNTY - 059		
06/23/26	S-015640	DMA WINCHESTER READINESS CENTER FREDERICK	181 PENDELTON DR	WINCHESTER	FREDERICK COUNTY - 069		
06/23/26	S-015639	DMA WEST POINT READINESS CENTER KING WILLIAM	23181 KING WILLIAM AVENUE	WEST POINT	KING WILLIAM COUNTY - 101		
06/23/26				POWHTAN	POWHTAN COUNTY - 145		
06/23/26				LEESBURG	LOUDOUN COUNTY - 107		
06/23/26				EMPORIA	GREENSVILLE COUNTY - 081		
06/23/26				HAMPTON	HAMPTON CITY - 650		
06/23/26	S-001204	DMA FORT AP HILL CAROLINE CO.	18272 AP HILL BLVD	BOWLING GREEN	CAROLINE COUNTY - 033		
06/23/26	S-001143	DMA FORT PICKETT BLACKSTONE	1484 MILITARY ROAD	BLACKSTONE	NOTTOWAY COUNTY - 135		
05/12/26	S-017597	DGS HENRICO OFFICE	123 BROAD	RICHMOND	RICHMOND CITY - 760		
06/23/26	S-017595	LU ADMISSIONS BUILDING PARKING FARMVILLE	203 RANDOLPH STREET	FARMVILLE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017594	DEQ REID'S FERRY WELL SUFFOLK	REID'S FERRY WELL	SUFFOLK	SUFFOLK CITY - 800		
06/23/26	S-017593	VSP ALL STATE BUILDING ROANOKE	1745 LOCH HAVEN DRIVE	ROANOKE	ROANOKE CITY - 770		
06/23/26	S-017592	DGS CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017591	DGS OPERATION GOODWILL WISE COUNTY	2505 ORR STREET	BIG STONE GAP	WISE COUNTY - 195		
06/23/26	S-017590	DGS BIOTECH 6 RICHMOND	600 NORTH 5TH STREET	RICHMOND	RICHMOND CITY - 760		

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Double-click on the Site Name to open the site record



Land Use Plan - Site Record Update

COVA Trax ID: Name:

Site Address: City:

Zip: Total Acreage:

FIPS Code: Agency Code:

Site Type: Site Status:

Latitude: Longitude:

→ Review the information above for accuracy. Note errors or requested changes below in comments field

[Land Use Plan Instructions](#)

If you answer YES to structures planned, added or demolished OR land acquired or disposed, please upload a new Site Plan.

If uncertain whether DGS has a current Site Plan on file, please contact DGS via [email](#).

For all questions below provide answers applicable to the period July 1, 2018 to June 30, 2019.

Any new structures planned, added, or demolished?

Any New Structures Planned? Required

Any New Structures Added? Required

Any Structures Demolished? Required

of Existing Buildings on Site. (Enter "0" for none).

Number of existing buildings on this site?(0 if none)

Any portion of the site being used or occupied by another entity or agency? Required

If Yes, confirm agreement(s) has been reported in the Lease area of the portal

Is every building and all of the Site fully occupied or utilized? Required

If No, identify below the building and/or portion of the Site, including square footage, which is underutilized

Describe underutilized buildings and/or Site

Is any portion of the Site occupied or utilized by another entity or agency? If yes, enter the building name(s) or other description, sq. ft., occupant(s), NAAL reporting confirmation in the "Describe Underutilized Buildings and/or Site" comment box.

Fully occupied or utilized? If no, enter number of vacant buildings in the "Describe Underutilized Buildings and/or Site" comment box below and provide building name(s), square feet, and use type.



Is broadband internet access currently available at this site?

-SELECT-

Required

Is the existing broadband internet sufficient for your agency's needs?

-SELECT-

Required

At this site is there any space on antennas, roof-tops, other structures or available vacant land suitable to locate wireless broadband equipment?

-SELECT-

Required

Is broadband available at your site?
Is it sufficient for your needs? Does your site have vacant areas to install wireless broadband equipment?

If you have available locations to install broadband equipment, please **enter** the location in the "**Identify potential locations**" comment box.

Identify potential locations

Has any additional land been acquired for the site?
If documentation has not been provided to DGS please upload below

-SELECT-

Required

Has any land been disposed at this site?
If documentation has not been provided to DGS please upload below

-SELECT-

Required

Has any additional land been acquired or disposed of? If yes, please **upload** documentation below.

How many new easements added to existing properties within the last year?
(Enter "0" for none).

How many new easements have been recorded at this site?
If documentation has not been provided to DGS please upload below

Comments

Enter any additional Comments



Are there any infrastructure repairs or replacements anticipated? Required

If Yes, describe needs and estimated costs in comment box below

(Infrastructure Needs) Comments

Are there any environmental concerns affecting the site? Required

If Yes, explain in comment box below

(Environmental Concerns) Comments

Does the Site have access to utilities? Required

Utilities (check all that apply)

- ☐ Water
- ☐ Sewer
- ☐ Electric
- ☐ Natural Gas
- ☐ Telecommunications

Could a portion of the property (land, rooftops, parking lots, etc.), be leased to private parties for renewable energy production (e.g., Solar/Wind)? Required

Would the owner consider third-party installation of solar panels on any existing structures? Required

Would the owner consider leases to provide privately operated EV charging stations? Required

Agency Surplus Designation Required

Enter Surplus Designation

Save your work before uploading documents

Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)

Click Browse (Choose File) button to select a file from your computer, and then click Document Upload button to upload.

No file chosen

Any infrastructure repairs or replacements anticipated? If yes, please enter estimated costs and needs in the comments box.

Are there any environmental concerns affecting the site? If yes, please enter in comments box.

Does the Site have access to Utilities? If yes, select those that apply. (i.e., Water, Sewer, Electric, Natural Gas, Telecommunications)

Would the Owner consider third-party installation of Solar Panels on any existing structures?

Would the owner consider leases to provide privately operated EV charging stations?

Could a portion of the property (land, rooftops, parking lots, etc.), be leased to private parties for renewable energy production (e.g., Solar/Wind)?

****IMPORTANT: Please remember to click SAVE after making any changes and BEFORE uploading documents or else your changes will be lost. After clicking SAVE, you will be redirected to the previous SEARCH/SUMMARY screen. Reopen your site record and then Upload your documents.**

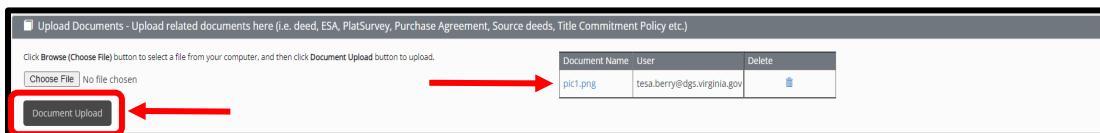
Upload your documents: Step 1: Save your work first before Uploading. Step 2: Click "Choose File". Step 3: Click "Document Upload".

Steps for Uploading a Document:

1. Once you have **saved** and **reopened** your site record, **click** on **“Choose File”** at the bottom of screen.
2. **Navigate** to the folder on your computer where the file is saved.
3. **Click** on the file. The **file name** will appear next to the **“Choose File”** button.



4. **Click** on the **“Document Upload”** button below the **“Choose File”** button. The **document name** and **username** will appear at the bottom right side of the screen.

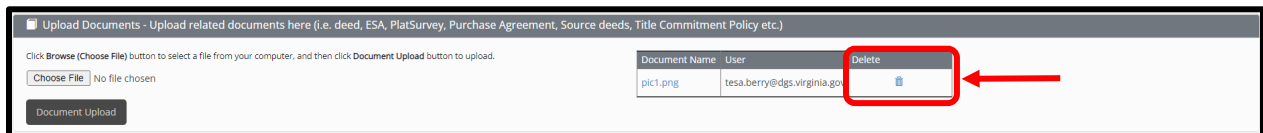


***Note:** When clicking on the **“Document Upload”** button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the **Upload Documents** section.



Steps for Deleting an Uploaded Document:

To **delete** your uploaded file, **click** on the **trash can** icon.



You will be prompted with a popup window that asks if you are sure you want to delete. **Click “OK”**. Your file should no longer be displayed at the bottom right side of screen.





Adding a New Site

Q Land Use Plan Search

DUE DATE:
LAND USE PLAN RESPONSES BY 8/31/2026

Name:

Site ID:

City:

Agency User Status:

Agency Code:

Site To Include:

FIPS Code:

Rec Mgmt User Status:

Search

Reset

Summary - Double click row to Edit. Export Site Records Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agency Status	Rec Mgmt Status
06/23/26	S-017606	DMA HANOVER READINESS CENTER	7093 BROADNECK ROAD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017604	LU BIOMASS FUEL DEPOT	28275 PRINCE EDWARD HIGHWAY	RICE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017600	DGS NEW CAPITOL SQUARE	CAPITOL SQUARE	RICHMOND	HANOVER COUNTY - 085		
06/23/26	S-015644	DMA SANDSTON READINESS CENTER	5901 BEULAH RD	SANDSTON	HENRICO COUNTY - 087		
06/10/26	S-015642	DMA FORT BELVOIR ENCLAVE AND FMS #13	9810 FLAGLER RD	FORT BELVOIR	FAIRFAX COUNTY - 059		
06/23/26	S-015640	DMA WINCHESTER READINESS CENTER FREDERICK	1181 DENDELTON DR	WINCHESTER	FREDERICK COUNTY - 069		
06/23/26	S-015638	DMA WINCHESTER READINESS CENTER FREDERICK	1181 DENDELTON DR	WINCHESTER	KING WILLIAM COUNTY - 101		
06/23/26	S-015636	DMA WINCHESTER READINESS CENTER FREDERICK	1181 DENDELTON DR	WINCHESTER	POWHATAN COUNTY - 145		
06/23/26	S-015634	DMA WINCHESTER READINESS CENTER FREDERICK	1181 DENDELTON DR	WINCHESTER	LOUDOUN COUNTY - 107		
06/23/26	S-001331	DMA EMPORIA ARMORY SITE GREENSVILLE CO	940 COURTLAND RD	EMPORIA	GREENSVILLE COUNTY - 081		
06/23/26	S-001282	DMA HAMPTON ARMORY CITY OF HAMPTON	208 MARCELLA ROAD	HAMPTON	HAMPTON CITY - 650		
06/23/26	S-001204	DMA FORT AP HILL CAROLINE CO.	18272 AP HILL BLVD	BOWLING GREEN	CAROLINE COUNTY - 033		
06/23/26	S-001143	DMA FORT PICKETT BLACKSTONE	1484 MILITARY ROAD	BLACKSTONE	NOTTOWAY COUNTY - 135		
05/12/26	S-017597	DGS HENRICO OFFICE	123 BROAD	RICHMOND	RICHMOND CITY - 760		
06/23/26	S-017595	LU ADMISSIONS BUILDING PARKING FARMVILLE	203 RANDOLPH STREET	FARMVILLE	PRINCE EDWARD COUNTY - 147		
06/23/26	S-017594	DEQ REID'S FERRY WELL SUFFOLK	REID'S FERRY WELL	SUFFOLK	SUFFOLK CITY - 800		
06/23/26	S-017593	VSP ALL STATE BUILDING ROANOKE	1745 LOCH HAVEN DRIVE	ROANOKE	ROANOKE CITY - 770		
06/23/26	S-017592	DGS CENTRAL OFFICE LOCKWOOD HANOVER	9120 LOCKWOOD BOULEVARD	HANOVER	HANOVER COUNTY - 085		
06/23/26	S-017591	DGS OPERATION GOODWILL WISE COUNTY	2505 ORR STREET	BIG STONE GAP	WISE COUNTY - 195		
06/23/26	S-017590	DGS BIOTECH 6 RICHMOND	600 NORTH 5TH STREET	RICHMOND	RICHMOND CITY - 760		

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Click [Add New](#) to add a new Site



New Site Information

The form contains the following fields and sections:

- COVA Trax ID:** Text input field.
- Agency Code:** Dropdown menu (SELECT).
- Name:** Text input field.
- Site Address:** Text input field.
- City:** Text input field.
- Zip:** Text input field.
- Number of existing buildings on this site:** Text input field.
- Cemeteries:** Dropdown menu (SELECT).
- Comments:** Text input field.
- Site Type:** Dropdown menu (SELECT).
- FIPS Code:** Dropdown menu (SELECT).
- Total Acreage:** Text input field.
- Latitude:** Text input field with a globe icon.
- Longitude:** Text input field with a globe icon.
- Employee Residence #:** Text input field.
- Antenna?:** Dropdown menu (SELECT).
- Number of existing easements on this site:** Text input field.

Buttons: Save, Cancel.

Document Upload Section:

- Upload Documents - Upload related documents here (i.e. deed, ESA, PlatSurvey, Purchase Agreement, Source deeds, Title Commitment Policy etc.)
- Site Plan is needed →
- Click Browse (Choose File) button to select a file from your computer, and then click Document Upload button to upload.
- Choose File (No file chosen)
- Document Upload

Instructional Callouts:

- Enter New Site information:** (Name, Site Address, City, Zip, Cemeteries, and Comments). Enter number of existing buildings. (Enter "0" for none).
- Enter Acreage** (points to Total Acreage field).
- Enter number of existing easements.** (Enter "0" for none).
- Click on the Site Type** (e.g. Military, Educational, Office) (points to Site Type dropdown).
- Click on the globes** to lookup latitude/longitude (longitude should begin with "-") (points to Latitude and Longitude fields).
- Does your site have an antenna(s) installed?** (points to Antenna dropdown).
- Enter the number of Employee Residences** (single-family houses) on the Site (points to Employee Residence # field).
- Upload your Site Plan. Step 1: Save your work first before Uploading. Step 2: Click "Choose File". Step 3: Click "Document Upload".** (See instructions on Page 27 for more detail).



Contact and Additional Training Resource Information

DGS appreciates your agency using the COVA Trax Web Portal to submit your required LUP annual report by the deadline:
Tuesday, September 1, 2026 by close of business.

For additional help using the COVA Trax Web Portal for the LUP annual reporting:

- **Email:** At any time send your questions to DRES-info@dgs.virginia.gov
- **Call:** You can reach the Records Manager during regular business hours (Monday through Friday 8:30 AM-5:00 PM) or by leaving a message at (804) 225-4018.



Virginia's Real Estate & Assets
Management System

Non-DGS/Agency Administered Lease (NAAL)

User Instructions

Department of General Services
Division of Real Estate Services



COVA Trax Web Portal Non-DGS/Agency Administered Lease (NAAL) Agency User Instructions

Step 1: Log in

New Users:

You will receive an email from DRES-info-server@dgs.virginia.gov with the link to the COVA Trax Web Portal, which will prompt you to set up your password. Your user name is your email address. Once you have keyed in your password, click **"Reset."**

Existing Users:

You will not receive an email this year. Please use the same login credentials as last year.

Here is the link to the website: <https://covatrx.dgs.virginia.gov/Account/Login>

Your user name is your email address. At the Login Screen, if you do not remember your password click on **"Forget Your Password?"** to reset. Enter your email address and hit **Submit**. You will receive an email from DRES-info-server@dgs.virginia.gov with a link to reset your password.

Step 2: Select "Non-DGS/Agency Administered Lease" on the COVA Trax Web Portal Welcome Page

Step 3: Review your agency's list of existing NAALs

A listing of your agency's existing NAALs can be viewed on the **Non-DGS/Agency Administered Lease Search** page. You must review and update **each lease record individually** in the COVA Trax Web Portal. You can export your agency's list of NAAL records into an Excel spreadsheet by clicking **"Export Lease Records"** to review all data before making the changes in the COVA Trax Web Portal.

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2026

Agency Code:

Property City:

COVA Trax ID:

Lease Name:

Agency User Status:

Rec Mgmt User Status:

Current Term Start Date:

Current Term End Date:

Search

Reset

Summary - Double click row to Edit...

Export Lease Records

Add New

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/26	L-001232	GMU	GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	11022 POPES HEAD RD	FAIRFAX	00000	03/02/22	03/01/27		
06/23/26	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/30		
06/23/26	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28		
06/23/26	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26		
06/23/26	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	10/31/25		
06/23/26	L-001251	GMU	GMU STUDENT HOUSING CHAIN BRIDGE RD FAIRFAX	4262/64/66 CHAIN BRIDGE	FAIRFAX	22030	07/01/25	06/30/30		



Use the following **Search** fields, found at the top of the **Lease Search** page, to search or filter on your agency's NALL record. Search fields are not case-sensitive and you can enter all or any portion of an ID or text. To clear Search field criteria, click on the **Reset** button.

- **Agency Code** – State Agency code
- **COVA Trax ID:** Unique ID for the Lease record assigned by our COVA Trax system (e.g. L-000001)
- **Agency User Status** - you can search three (3) ways using this field:
 - Empty Status – Lease records that need to be reviewed and updated by the Agency
 - No change needed – means agency user opened the record, copied the values from the previous year to the current year and saved the record (i.e. no change in lease terms)
 - Ready for REC MGMT (Records Management) – records that have been updated by your agency with at least one (1) change and are ready for DGS Records Management review
- **Property City:** City where leased property is located
- **Lease Name:** Name of Lease
- **Rec Mgmt User Status** - utilized by DGS only
- **Current Term Start Date and End Date:** Enter the date or choose the start and end date on the drop-down calendar of the lease you are trying to locate

Click **“Search”** to retrieve the Lease records or **“Reset”** to clear the fields and start a new search.

Step 4: Review, verify and update each of your agency's NAAL record(s)

From the **Lease Search** page, double click on the Lease Name in the summary grid to view an individual Lease record. The **Update an Existing Non-DGS/Agency Administered Lease** page (screenshot below) for that Lease record will open for you to make your annual updates.

Update an Existing Non-DGS/Agency Administered Lease - update due by 10/01/2026

COVA Trax ID: L-001232	Agency Code: 247-GMU
Tenant ID: T-000271	Property Address: 11022 POPES HEAD RD
Lease Name: GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	Property City: FAIRFAX
Lease Accounting Type: PAYABLE	Postal Code: 00000
Latitude: 38.8133	Longitude: -77.3264

Previous Fiscal Year: 2026 | Revised Fiscal Year: 2027

Previously Reported Tenant Name: GMU	Revised Tenant Name:
Previously Reported Landlord Name: GMUIF	Revised Landlord Name:
Previously Reported Lease Type: TRIPLE (BR+TAX+INS+UTIL+MNT)	Revised Lease Type: --SELECT--
Previously Reported Agreement Type: EXPENSE LEASE	Revised Agreement Type: --SELECT--
Previously Reported Leased Area: 50.00	Revised Leased Area:
Previously Reported Unit of Measurement: ACRE	Revised Unit of Measurement: --SELECT--
Previously Reported Head Count: 1	Current Head Count:
Previously Reported Annual Rent: 1.00	Current Annual Rent:
Commencement Date: 03/02/2010	Original Lease End Date: 03/01/2012
Current Commencement Date: 03/02/2022	Revised Current Commencement Date:
Current Lease End Date: 03/01/2027	Revised Current Lease End Date:
Has the lease been terminated? Yes ☒ No ☐	Lease Termination Date:
Comments:	Current Annual Rent covers: (7/1/2026 - 6/30/2027)

Copy

Save your work before uploading documents

Save Cancel



You will notice on the **Update an Existing Non-DGS/Agency Administered Lease** page that you cannot make changes in the shaded fields in the top section and also in the middle section in the left column titled “Previous Fiscal Year 2026”. The following information must be updated. *To avoid losing your changes, be sure to click on ‘**Save**’ to close the record and return to the Search page.*

- **Fiscal Year 2027 data:**
 - If all or most of the information for Fiscal Year 2026 is the same for Fiscal Year 2027, click “**Copy**” to copy the information on the left into the boxes on the right for Fiscal Year 2027, and then make any necessary updates.
 - **Current Annual Rent** must be updated for Fiscal Year 2027. Enter the annual rent cost for Fiscal Year 2027, this would be total rent due for the period of July 1, 2026 through June 30, 2027 (e.g. 7600.00 or 20346.79).
 - If the information for Fiscal Year 2027 has changed dramatically, simply key in the new information in the right column of the middle section. Upload any supporting documents (amendments, option letters, etc.) *(For instructions on Uploading a Document, see page 37).*
- **Lease termination information:** If the lease has been terminated, please answer the question “**Has the lease been terminated?**” question located on the left side of the middle section. When you click in the “**Yes**” radio button a box will appear on the right side titled, “**Lease Termination Date.**” Enter the lease termination date or choose the date from the drop-down calendar. On the bottom of the page in the “**Upload Documents**” section, please upload the corresponding document (i.e. termination letter, etc.). *(For instructions on Uploading a Document, see page 37).*

➤ Please do not change the “**Revised Current Commencement Date.**”

**Note: Please do not zero out existing information when terminating a lease. You only need to update the “Lease Termination Date.”*

****Important:** To avoid losing your work, make sure to “**SAVE**” before uploading any documents. After you click “**SAVE**”, you will be redirected to the SEARCH/ SUMMARY screen. Reopen your lease record to make additional changes and/or **UPLOAD** documents.

Step 5: Repeat step 4 for each NAAL record listed for your Agency



Step 6: Add new NAAL

If a lease is not listed on your agency's grid, this means the lease record does not exist in COVA Trax and must be added by your agency. If you need to add a new lease, click on **"Add New"** on the Lease Search page.

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2026

Agency Code:

Property City:

Current Term Start Date:

From

To

Current Term End Date:

COVA Trax ID:

Lease Name:

Agency User Status:

Rec Mgmt User Status:

Search

Reset

Summary - Double click row to Edit... Export Lease Records **Add New**

Last Update Date	COVA Trax ID	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/26	L-001232	GMU	GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	11022 POPES HEAD RD	FAIRFAX	00000	03/02/22	03/01/27		
06/23/26	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/30		
06/23/26	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28		
06/23/26	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26		
06/23/26	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	10/31/25		
06/23/26	L-001251	GMU	GMU STUDENT HOUSING CHAIN BRIDGE RD FAIRFAX	4262/64/66 CHAIN BRIDGE	FAIRFAX	22030	07/01/25	06/30/30		
			IU UNIVERSITY PARK COMMERCIAL TOWNHOUSES FAIRFAX	4260 CHAIN BRIDGE RD	FAIRFAX	22030-4297	07/01/25	06/30/30		

Once on the **New Non-DGS/Agency Administered Lease** page (screenshot below), input the new lease information.

New Non-DGS/Agency Administered Lease

Agency Code:

Lease Name:

RIPS Code:

Property Address:

City:

Zip Code:

Lease Type:

Agreement Type:

Leased Area:

Unit of Measurement:

Current Commencement Date:

Agency Lease ID:

Payable/Receivable Type:

Tenant Name:

Landlord Name:

Latitude:

Longitude:

Lease Use:

Annual Rent:

Head Count:

Current Lease End Date:

Save your work before uploading documents

Save

Cancel

Upload Documents - Upload related documents here (i.e. Lease, Amendment, Option Letter etc.)

Click Browse(Choose File) button to select a file from your computer, and then click Document Upload button to upload.

Choose File

No file chosen

Document Upload

36



In addition to the leased property location information, please include the following:

- **Agency Code** – State Agency Code
- **FIPS Code:** Federal Information Processing Standard Code (FIPS) or Region/Locality code
- **Lease Type:** Types of charges included in the Lease such as Base Rent, Taxes, and Insurance
- **Agreement Type:** Type of contract binding the lease, (e.g. Expense Lease, Income Lease, Temporary Transfer Agreement, License/Use Agreement, etc.)
- **Leased Area:** Enter the total square feet or acres (acre is for leased land)
- **Unit of Measurement:** Enter the leased area unit of measure. Options are Square Feet or Acre (acre is for leased land)
- **Agency Lease ID:** Internal agency lease number
- **Payable/Receivable Type:** If your agency occupies the space and pays the rent for this new lease, choose “Payable” or if another party occupies the space and your agency receives rent for this new lease, choose “Receivable”.
- **Latitude/Longitude:** If unknown, click on the globe beside “Latitude” or “Longitude” - this takes you to an external website (www.latlong.net) where you will enter the property address and click “Find” to identify those coordinates - copy and paste them into the COVA Trax Web Portal
 - **Note: Longitude should be a negative number (-)**
- **Lease Use:** Describes the type of lease activity such as Air Monitoring Station, Office, Retail, or State Park
- **Annual Rent:** Enter the annual rent cost for Fiscal Year 2027, this would be total rent due for the period of July 1, 2026 through June 30, 2027 (e.g. 7600.00 or 20346.79)
- **Head Count:** This information, which is required by Code, refers to the actual current population in the leased space and does not need to be a whole number if you have part-time employees in addition to full-time employees (e.g. 22.25)

*****It is important that you click “Save” after entering each new NAAL record or your changes will be lost.***

- Be sure to attach any documents for the new NAAL in the “**Upload Documents**” section (e.g., lease, license/use agreement, amendments, etc.)

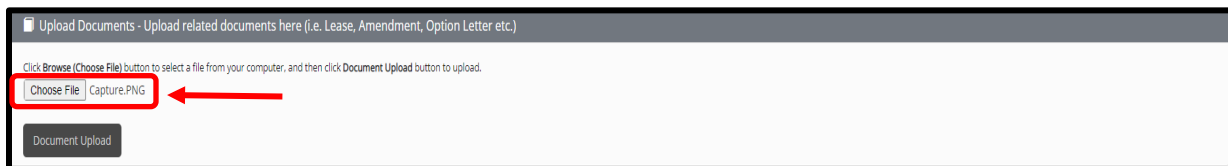
*****Important:*** To avoid losing your work, make sure to “**SAVE**” before uploading any documents. After you click “**SAVE**”, you will be redirected to the SEARCH/ SUMMARY screen. Reopen your lease record to make additional changes and/or a **UPLOAD** documents.



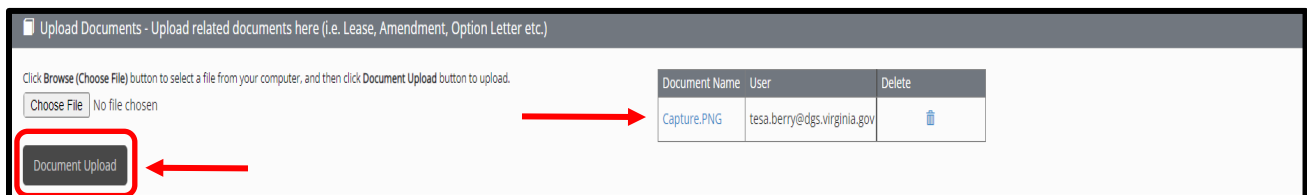
Step 7: Upload or Delete Documents

Upload a Document:

1. Once you have **saved** and **reopened** your lease record, **click** on “**Choose File**” at the bottom of screen.
2. **Navigate** to the folder on your computer where the file is saved.
Click on the file. The **file name** will appear next to the “**Choose File**” button.



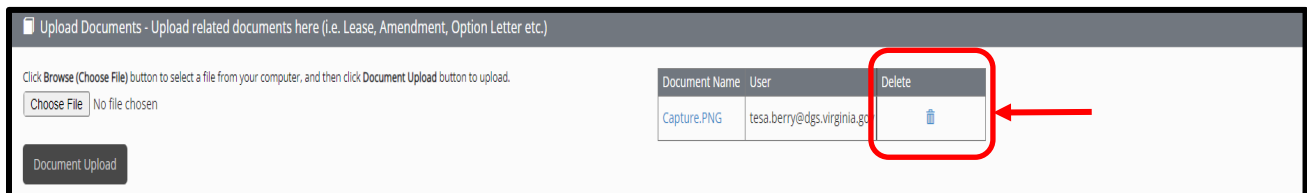
3. **Click** on the “**Document Upload**” button below the “**Choose File**” button. The **document name** and **username** will appear at the bottom right side of the screen.



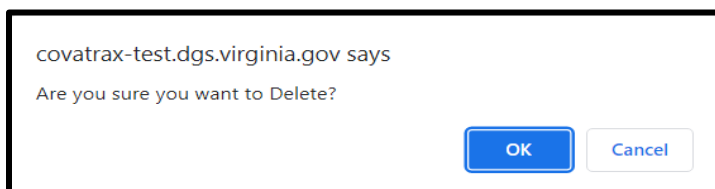
***Note:** When clicking on the “**Document Upload**” button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the **Upload Documents** section.

Delete a Document:

1. To **delete** your uploaded file, **click** on the **trash can** icon.



2. You will be prompted with a popup window that asks if you are sure you want to delete. **Click** “**OK**”. Your file should no longer be displayed at the bottom right side of screen.





Step 8: Review, verification and updating of existing Lease records and adding any new Lease records must be completed by close of business on Thursday, October 1, 2026.

DGS must set a deadline in order to complete the mandatory reporting due to the requirements of the General Assembly. Please update all lease records by close of business on **Thursday, October 1, 2026**. After that time, the COVA Trax Web Portal NAAL access will be closed. DGS is required to report on behalf of all agencies; therefore, non-responses will be noted in the report.

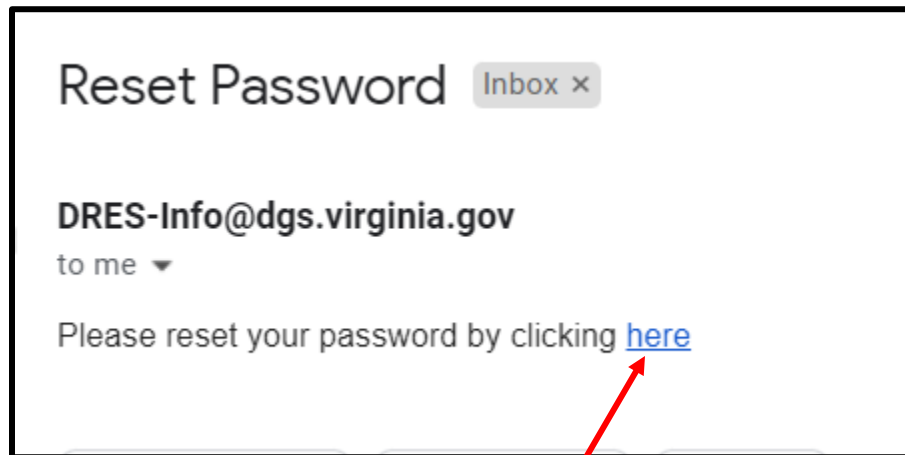


COVA Trax Web Portal Non-DGS/Agency Administered Lease (NAAL) Screen Guide

**Department of General Services
Division of Real Estate Services**



User ID Email from DGS



New Users Only

You will receive an email from DRES-Info-Server@dgs.virginia.gov to confirm your account and setup a password. **Click** on the **“here”** link, and you will be directed to the **Reset Password** page.



Setting up Your Password

COVA Trax Web Portal Log in

Reset Password

Email:

Confirm Email:

Password:

Confirm password:

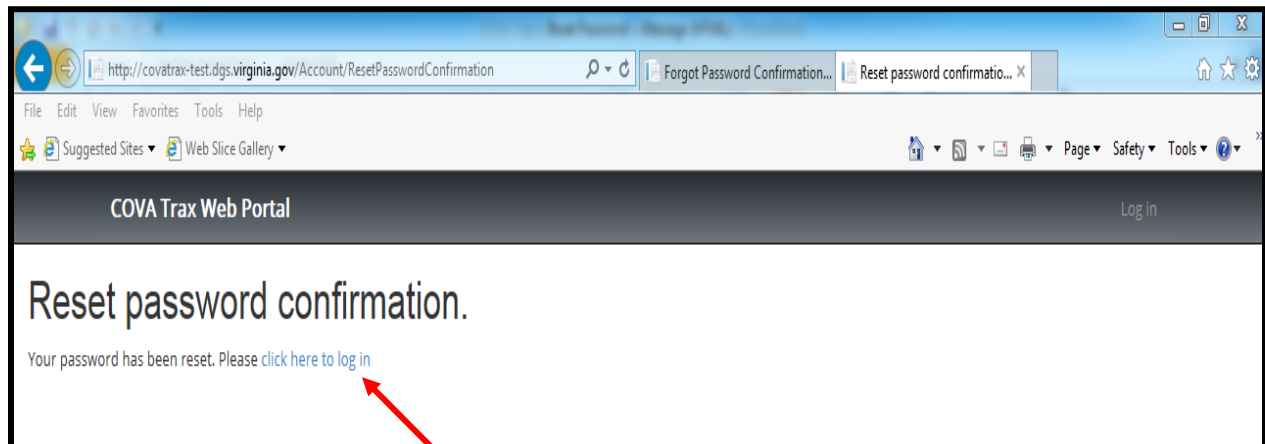
Password Policy

1. Passwords must be at least **8 characters long**.
2. Passwords must include the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
3. Password must be changed every **90 days**.

Please **enter** your email address twice; then setup your new password and re-enter your new password; then **hit** the “**Reset**” button. You will then be directed to the **Reset Password Confirmation** page.



Password Confirmation



Your password has been set up. Now you can login to the COVA Trax Web Portal by **clicking** on the **“click here to log in”** link.



Log In Page

COVA Trax Web Portal
An official website of the Commonwealth of Virginia [Here's how you know](#) ▼

[Find a Commonwealth Resource](#)

Enter your Username (your email address) and Password then click Login

If you forget your password, Click "Forgot your password" to reset it

Name:
Password:
☐ I'm not a robot
NOVA/COVA is changing its terms of service. Take action.

[Forgot your password?](#)

COVA TRAX
Virginia's Real Estate & Assets Management System

MANHATTAN

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Non-DGS/Agency Administered Lease (NAAL) Welcome Page

COVA Trax Web Portal Non-DGS/Agency Administered Lease Land Use Help Hello bres.info@dgs.virginia.gov! Logoff Version: 7.0.0

COVA Trax Portal

Welcome to the Non-DGS/Agency Administered Lease, Land Use Plans and M-R FIX Portal

Land Use Plans
LUP updates due by 8/31/2026

Non-DGS/Agency Administered Lease
Updates due by 10/01/2026

Please visit the [DGS website](#) for this year's user guide and training information. Thank you.

The Virginia Property Maintenance Code applies to state-owned building and structures. See CPSM Section 4.19 available on the [DGS, DEB webpage](#) for further information.

Select [Non-DGS/Agency Administered Lease](#)



Search Options

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2026

**Search by
COVA
Trax ID**

Agency Code:

COVA Trax ID:

Agency User Status:

Property City:

Lease Name:

Rec Mgmt User Status:

Current Term Start Date:

Current Term End Date:

Search by Property City, or Lease Name

**Search by Current Term
Start Date or End Date**

Summary - Double click row to Edit...

Address							
HEAD RD							
SITY DR # 87							
HEAD RD							
IGHTH ST	RICHMOND	23225	10/01/23	09/30/26			
NOVATION LOOP	MANASSAS	20110	10/01/22	10/31/25			

Agency User Status = "Empty status" are lease records that need to be reviewed and updated by the Agency; "No change needed" means Agency has reported no changes from the previous FY by copying prior year values and saving the lease record; and "Ready for REC Mgmt" are records that have been updated by your agency with at least one change and are ready for DGS Records Management review

Click **Search** to retrieve a list of Lease records that matches your search criteria. Hit **Reset** to clear any previous search criteria and start again



Reviewing/Exporting Existing Leases

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2026

Agency Code:

Property City:

COVA Trax ID:

Lease Name:

Agency User Status:

Rec Mgmt User Status:

Current Term Start Date:

Current Term End Date:

Search

Reset

Summary - Double click row to Edit... [Export Lease Records](#) [Add New](#)

Last Update Date	COVA Trax ID	Agency	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/26						00000	03/02/22	03/01/27		
06/23/26						22030-3407	03/02/15	03/02/30		
06/23/26	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28		
06/23/26	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26		
06/23/26	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	10/31/25		

Click to Export for a complete listing of all your agency lease records



View an Existing Lease

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2026

Agency Code:

Property City:

COVA Trax ID:

Lease Name:

Agency User Status:

Rec Mgmt User Status:

Current Term Start Date:

Current Term End Date:

Summary

- Double click row to Edit.

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/26	L-001232	GMU	GMU 50 ACRES LAND POPES HEAD RD FAIRFAX	11022 POPES HEAD RD	FAIRFAX	00000	03/02/22	03/01/27		
06/23/26	L-001235	GMU	GMU COMMERCE I AND II FINANCE LEASE FAIRFAX	4085 UNIVERSITY DR # 87	FAIRFAX	22030-3407	03/02/15	03/02/30		
06/23/26	L-001240	GMU	GMU MATHY HOUSE PRESIDENTS RESIDENCE FAIRFAX	11020 POPES HEAD RD	FAIRFAX	22030-4608	11/01/95	06/30/28		
06/23/26	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26		
06/23/26	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	10/31/25		
06/23/26	L-001251	GMU	GMU STUDENT HOUSING QUINN POPES HEAD RD FAIRFAX	1808 N 465 QUINN POPES	FAIRFAX	00000	03/02/22	03/01/27		

Double-click on the Lease Name to open the lease record



Updating an Existing Lease

Update an Existing Non-DGS/Agency Administered Lease - update due by 10/01/2026

COVA Trax ID: L-001232
Tenant ID: T-000271
Lease Name: GMU 50 ACRES LAND POPE HEAD RD FAIRFAX
Lease Accounting Type: PAYABLE
Latitude: 38.8133
Agency Code: 247-GMU
Property Address: 11022 POPE HEAD RD
Property City: FAIRFAX
Postal Code: 00000
Longitude: -77.3264

Previous Fiscal Year 2026 | Revised Fiscal Year 2027

Previously Reported Tenant Name: GMU
Previously Reported Landlord Name: GMUIF
Previously Reported Lease Type: TRIPLE (BR+TAX+INS+UTIL+MNT)
Previously Reported Agreement Type: EXPENSE LEASE
Previously Reported Leased Area: 50.00
Previously Reported Unit of Measurement: ACRE
Previously Reported Head Count: 1
Previously Reported Annual Rent: 1.00
Commencement Date: 03/02/2010
Current Commencement Date: 03/02/2022
Current Lease End Date: 03/01/2027
Has the lease been terminated? Yes No
Comments:

Revised Tenant Name:
Revised Landlord Name:
Revised Lease Type: --SELECT--
Revised Agreement Type: --SELECT--
Revised Leased Area:
Revised Unit of Measurement: --SELECT--
Current Head Count:
Current Annual Rent:
Original Lease End Date: 03/01/2012
Revised Current Commencement Date:
Revised Current Lease End Date:
Lease Termination Date:
Current Annual Rent: (FY 2026 - 2027)

Click **Copy** to move FY 2026 information from left to right fields. Update fields as needed for FY 2027.

Click **Save** to save your work before uploading documents.

Click **Cancel** to cancel your work before uploading documents.

Upload Documents - Upload related documents here (i.e. Lease, Amendment, etc.)
Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload**.
Browse... No file selected.
Document Upload

Click on the **globe** icons to update **Latitude & Longitude**

Enter Annual Rent Total for 7/1/26 to 6/30/27 (e.g. 124521.78 or 12500.00)

The red icon indicates a required field. Once updated and saved, the red icon remains to show any changes and alerts DGS.

Please remember to click **Save** after making any changes or **before** uploading documents else your changes will be lost

Upload any supporting documents (amendments, option letters, termination letters, etc.)
Step 1: Save your work first before Uploading.
Step 2: Click "Browse". Step 3: Click "Document Upload".



Terminating a Lease

Update an Existing Non-DGS/Agency Administered Lease - update due by 10/01/2026

COVA Trax ID: L-001232
Tenant ID: T-000271
Lease Name: GMU 50 ACRES LAND POPES HEAD RD FAIRFAX
Lease Accounting Type: PAYABLE
Latitude: 38.8133

Agency Code: 247-GMU
Property Address: 11022 POPES HEAD RD
Property City: FAIRFAX
Postal Code: 00000
Longitude: -77.3264

Previous Fiscal Year 2026 | Revised Fiscal Year 2027

Previously Reported Tenant Name: GMU
Previously Reported Landlord Name: GMUIF
Previously Reported Lease Type: TRIPLE (BR+TAX+INS+UTIL+MNT)
Previously Reported Agreement Type: EXPENSE LEASE
Previously Reported Leased Area: 50.00
Previously Reported Unit of Measurement: ACRE
Previously Reported Head Count: 1
Previously Reported Annual Rent: 1.00
Commencement Date: 03/02/2010
Current Commencement Date: 03/02/2022
Current Lease End Date: 03/01/2027

Revised Tenant Name:
Revised Landlord Name:
Revised Lease Type: --SELECT--
Revised Agreement Type: --SELECT--
Revised Leased Area:
Revised Unit of Measurement: --SELECT--
Current Head Count:
Current Annual Rent:
Original Lease End Date: 03/01/2012
Revised Current Commencement Date:
Revised Current Lease End Date:
Lease Termination Date:
Current Annual Rent covers: (7/1/2026 - 6/30/2027)

Has the lease been terminated? Yes ☒ No ☐

Comments:

Select "Yes" or "No"

Copy

Save your work before uploading documents

Save Cancel

Upload Documents - Upload related documents here (i.e. Lease, Amendment, Option Letter etc.)

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

Browse... No file selected.

Document Upload

Has the lease been Terminated?"
If Yes, enter the **Lease Termination Date** and **Upload the lease termination letter or supporting documents.**

****IMPORTANT:** Please remember to **click SAVE** after making any changes and **BEFORE** uploading documents or else your changes will be lost. After clicking **SAVE**, you will be redirected to the previous **SEARCH/SUMMARY** screen. Reopen your lease record and then **Upload your documents.**

Upload your documents: Step 1: Save your work first before Uploading. Step 2: Click "Browse". Step 3: Click "Document Upload".



Adding a New Lease

Non-DGS/Agency Administered Lease Search

UPDATES DUE BY 10/01/2026

Agency Code:

Property City:

COVA Trax ID:

Lease Name:

Agency User Status:

Rec Mgmt User Status:

Current Term Start Date:

Current Term End Date:

Summary

- Double click row to Edit..

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agency Status	Rec. Mgmt Status
06/23/26	L-001232	GMU	GMU 50 ACRES L	RD	FAIRFAX	00000	03/02/22	03/01/27		
06/23/26	L-001235	GMU	GMU COMMERCE	R # 87	FAIRFAX	22030-3407	03/02/15	03/02/30		
06/23/26	L-001240	GMU	GMU MATHY HOU	RD	FAIRFAX	22030-4608	11/01/95	06/30/28		
06/23/26	L-001242	GMU	GMU OFFICE LEASE 108 N 8TH ST RICHMOND	108 NORTH EIGHTH ST	RICHMOND	23225	10/01/23	09/30/26		
06/23/26	L-001243	GMU	GMU OFFICE/RESEARCH MANASSAS	9438 INNOVATION LOOP	MANASSAS	20110	10/01/22	10/31/25		

Click Add New to
add a new lease



Adding Lease Information

Payable Lease = agency pays rent
Receivable Lease = agency receives rent

Click on the **globe** icons to look-up **latitude/longitude** (longitude should begin with "-")

Enter **Tenant & Landlord Name, Lease Use** activity (e.g. Air Monitoring Station, Office, Retail, Park)

Enter total **Annual Rent** for 7/1/26 – 6/30/27 (e.g. 7/1/26 – 6/30/27)

Enter **Head Count** (current # of staff) at that location (e.g. 22.25). Enter **Current Lease End Date**

****IMPORTANT:** Please remember to click **SAVE** after making any changes and **BEFORE** uploading documents or else your changes will be lost. After clicking **SAVE**, you will be redirected to the previous **SEARCH/SUMMARY** screen. Reopen your site record and then **Upload your documents**.

Enter lease information

Agency Code: --SELECT--
Lease Name:
FIPS Code: --SELECT--
Property Address:
City:
Zip Code:
Lease Type: --SELECT--
Agreement Type: --SELECT--
Leased Area:
Unit of Measurement: --SELECT--
Current Commencement Date:

Agency Lease ID:
Payable/Receivable Type: --SELECT--
Tenant Name:
Landlord Name:
Latitude:
Longitude:
Lease Use: --SELECT--
Annual Rent:
Head Count:
Current Lease End Date:

Save your work before uploading documents

Upload Documents - Upload related documents here (i.e. Lease, Amendment, Option Letter etc.)

Click **Browse(Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

No file chosen

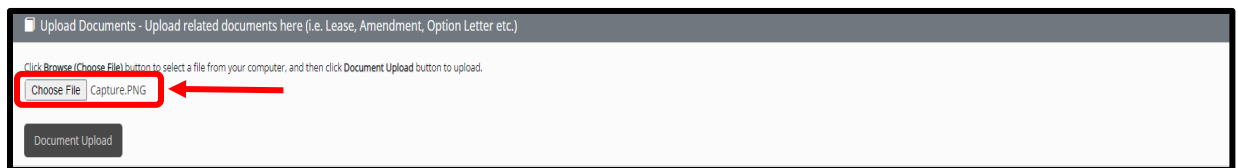
Upload your documents: Step 1: Save your work first before Uploading. Step 2: Click "Choose File". Step 3: Click "Document Upload".



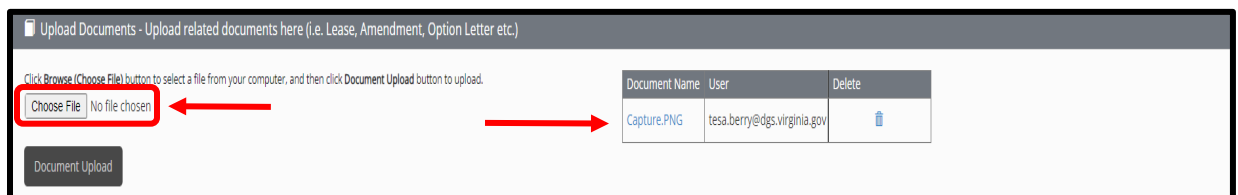
Upload or Delete Documents

Upload a Document:

1. Once you have **saved** and **reopened** your lease record, **click** on **“Choose File”** at the bottom of screen.
2. **Navigate** to the folder on your computer where the file is saved. **Click** on the file. The **file name** will appear next to the **“Choose File”** button.



3. **Click** on the **“Document Upload”** button below the **“Choose File”** button. The **document name** and **user name** will appear at the bottom right side of the screen.

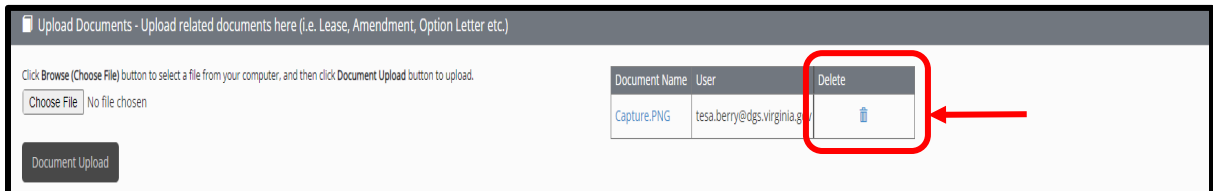


****Note: When clicking on the “Document Upload” button, this action will automatically take you to the top of the screen. Scroll down to the bottom to return to the Upload Documents section.***



Delete a Document:

1. To **delete** your uploaded file, **click** on the **trash can** icon.



2. You will be prompted with a popup window that asks if you are sure you want to delete. **Click “OK”**. Your file should no longer be displayed at the bottom right side of screen.





Contact and Additional Training Resource Information

DGS appreciates your agency using the COVA Trax Web Portal to submit your required NAAL annual report by the deadline:

Thursday, October 1, 2026 by close of business.

For additional help using the COVA Trax Web Portal for the NAAL annual reporting:

- **Email:** At any time send your questions to DRES-info@dgs.virginia.gov
- **Call:** You can reach the Records Manager during regular business hours (Monday through Friday 8:30 AM – 5:00 PM) or by leaving a message at (804) 225-4018.