

DRES REAL ESTATE SERVICES AND ASSOCIATED FEES

Effective as of July 2024 (Fiscal Year 2025)

Transaction Type	Definition	Examples	Billing Method	Rate
Non-Administered Lease	Any expense lease where DRES does not collect a DGS surcharge fee.	Most non-executive agency leases, or executive agency lease types that DRES does not administer, such as land leases, financing leases, etc.	Hourly	\$68.00
Acquisition	Acquisition of an interest in real estate from a 3rd party by means other than a lease, license or easement.	Deeded or willed property.	Hourly	\$68.00
Administered Lease	Any expense lease where DRES collects a DGS surcharge fee.	DGS is the tenant in the lease document and the agency is the occupant.	Monthly Surcharge	3% for single leases; 5% for co-locations
Other	Miscellaneous projects conducted on behalf of an agency that do not fall within a particular transaction.	This may include property research projects for third parties, grants of an ingress/egress easement (requires GA authorization), or granting other encumbrances upon state owned property.	Hourly	\$68.00
Surplus	Sale of surplus property for meaningful monetary value.	Sale of property advertised for sale through the state broker. Customarily a sale and pursuant to Code Section 1156.	Hourly + 115% Appraisal Fee & Costs	\$68.00
Easement - Benefits Others	Granting of a utility easement over state owned property where other land owners may benefit, irrespective of whether the Commonwealth benefits too.	An easement over state property to serve a new subdivision, with service also to state facilities.	Flat Fee	\$1,000.00
Easement - COV Only	Granting of a utility easement over state owned property to serve only the state's property.	A service line to a new state building or across only owned lands.	Flat Fee	\$200.00
Disposition (NonSurplus)	Conveyances that do not fall under the surplus statutes.	Typically these are \$1 conveyances or to political subdivisions under Code Section 1150. Although, if meaningful, monetary consideration is received and the property had been declared surplus, it should be treated as a surplus disposition.	Flat Fee	\$1,000.00
Residential Income Lease	An agency lease, in accordance with their statutory authority, of owned or leased property to an employee for residential purposes. Note if the agency first has to lease the facility from a third party, that transaction would fall under the administered or non-administered lease categories above.	Employees required to live on-site, i.e. Director at WWRC or Game Wardens on WMAs.	Flat Fee	\$200.00

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Income Lease - Administered	Lease to a private entity in owned or leased property for which DGS collects an administrative fee based on a percentage of rents.	Smart Tag sublease in Reston, and leases to private entities in Old City Hall and Main Street Center.	Monthly Surcharge	1%
Temporary Transfer	"Lease" between state agencies in owned or leased properties in accordance with Code Section 1155.	Occupancy of DGS leased space by agencies is pursuant to an Memorandum of Agreement.	Flat Fee	\$200.00
Interagency Land Transfer	Transfer of state owned property between state agencies or institutions.	VDOT transferring property to VSP for area headquarters.	Flat Fee	\$200.00
Appraisal Administration	DRES ordering of appraisals, excluding for a surplus property disposition, and pursuant to Code Section 1156.	DWR seeks to acquire a new wildlife management area for which a value must be established to confirm the consideration paid does not exceed fair market value. Valuations developed from other than licensed appraisers producing an appraisal either to USPAP or yellow book standards should be charged against an acquisition, disposition or surplus transaction.	Flat Fee + Appraisal Fee + eVA fee	\$200.00
Conservation Easement	Provision of action wording to BCOM for an agency's CO 2 to acquire a conservation or historical easement that is exempted, pursuant to Code Section 1149.	-DOF seeks to acquire for consideration an open-space easement over a private party's property and BCOM seeks action wording for the CO-2.	Flat Fee	\$100.00
Income Lease - Non-Administered	Lease to a private entity in owned or leased property for which DGS does not collect an administrative fee based on a percentage of rents.	DBHDS leased hospital buildings to Community Service Boards to run treatment programs.	Flat Fee	\$1,000.00