

Example: Service Area Description, Mission Alignment and Authority, Products and Services

Service Area Plan

Statewide Leasing and Disposal Services (72705)

Description of this Program / Service Area

The Division of Real Estate Services (DRES) is the Commonwealth's one-stop provider of real estate services to state agencies, providing the full range of services in order to maintain high quality, safe, efficient and economical facilities that meet the operational needs of our customers. DRES strategically manages the Commonwealth's broad portfolio of leases, disposes of unused assets and oversees other real estate transactions, such as property purchases and non-surplus conveyances including grants of easements. With recent Code changes, DRES also maintains real estate records of title and data on land, buildings and leases and we review and report on the utilization of facilities

Mission Alignment and Authority

DRES is supporting the mission of government and helps customers succeed by centralizing real estate functions and allowing agencies to focus on their core missions and service delivery. Consolidation of functions enables the Commonwealth to strategically analyze and manage, from an enterprise perspective, its real estate portfolio. Enterprise management of the portfolio allows cost savings and efficiencies through more competitive site selection and price negotiation, effective space planning and standards, efficient utilization of facilities, and timely disposition of surplus.

§ 2.2-1131 – Utilization Standards

§ 2.2-1131.1 – Establishment of performance standards for the use of property

§ 2.2-1136 - Review of easements; maintenance of real property records.

§ 2.2-1137 - Location, construction or lease of state consolidated office buildings.

§ 2.2-1140 - Assignment of office space.

§ 2.2-1146 - Division may lease certain state property; preparation of leases by Attorney General; disposition of rentals.

§ 2.2-1147 through 2.2-1156 - General statutes regarding real estate transactions by state departments, agencies and institutions.

Products and Services

Description of Major Products and Services

Facility search, evaluation and selection (leased property)

Transaction negotiation and documentation (all types of property acquisition and disposal)

Space programming and planning

Lease vs. buy and other financial analyses

Coordination and management of tenant improvement construction.

Lease Administration

Management of the Commonwealth's lease portfolio

Identification of surplus and underutilized properties, including Land Use Plan Review and Reporting

Surplus real estate sales and leases.

Procurement and management of appraisal and title services for all acquisitions and disposals.

Strategic planning, state-wide and at the customer level.

Real Estate Records Management (Records of title, buildings, leases, and project files)

Real Estate Information Database

Automated Transaction Tracking