

Federal Management Regulation

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your agency, preferably the same accounting records used to support your agency's financial statements.

§ 102-84.25 Is it necessary for my agency to designate an official to serve as the point of contact for the real property inventories?

Yes, you must designate an official to serve as your agency's point of contact for the Annual Real Property Inventories. We recommend that you designate the same point of contact for the Federally-owned and leased real property inventory, although separate points of contact are permitted. You must advise the General Services Administration, Office of Government-wide Policy, Office of Real Property (MP), 1800 F Street, NW., Washington, DC 20405, in writing, of the name(s) of these representative(s) and any subsequent changes. Each agency's point of contact for the real property inventories can be found at <http://worldwide.gsa.gov>.

§ 102-84.30 Is it necessary for my agency to certify the accuracy of its real property inventory submission?

Yes, your agency's highest ranking real property official must certify the accuracy of the real property information submitted to GSA.

§ 102-84.35 Which agencies must submit a report for inclusion in the Annual Real Property Inventory?

Each agency that carries real property on its financial statement as of September 30 each year has the responsibility for submitting the real property inventory information. Information provided in these reports related to asset values must be consistent with agency records used for financial reporting in accordance with standards issued by the Federal Accounting Standards Advisory Board (FASAB). For purposes of this part, this requirement shall apply regardless of the method used to acquire the property or which agency is currently using or occupying the property.

§ 102-84.40 What types of real property must I report for the Annual Real Property Inventory?

You must report for the Annual Real Property Inventory all land, buildings,

and other structures and facilities owned by the United States (including wholly-owned Federal Government corporations) throughout the world and all real property leased by the United States from private individuals, organizations, and municipal, county, State, and foreign governments. These reports must include all real property that a Federal agency carries on its financial statement and/or in documentation accompanying the financial statement, such as:

- (a) Unreserved public domain lands;
- (b) Public domain lands reserved for national forests, national parks, military installations, or other purposes;
- (c) Real property acquired by purchase, construction, donation, eminent domain proceedings, or any other method;
- (d) Real property in which the Government has a long-term interest considered by the reporting agency as being equivalent to ownership. This would include land acquired by treaty or long-term lease (e.g., 99-year lease), and that your agency considers equivalent to Federally-owned land;
- (e) Buildings or other structures and facilities owned by or leased to the Government whether or not located on Government-owned land;
- (f) Excess and surplus real property;
- (g) Real property held in trust by the Federal Government;
- (h) Leased real property (including leased land, leased buildings, leased other structures and facilities, or combination thereof); and
- (i) Real property leased rent free or for a nominal rental rate if the real property is considered significant by the reporting agency.

§ 102-84.45 What types of real property must not be reported for the Annual Real Property Inventory?

You must not report real property that is not carried on your agency's financial statements, such as:

- (a) Properties acquired through foreclosure, confiscation, or seizure to be liquidated in settlement of a claim or debt to the Federal Government;
- (b) Rights-of-way or easements granted to the Federal Government; and

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(c) Lands administered by the United States under trusteeship by authority of the United Nations.

§ 102–84.50 Can the GSA Form 1166 be used to report information?

No, GSA Form 1166 may not be used to report information. Agencies must submit information in an electronic format. For more information on format requirements, contact GSA's Office of Governmentwide Policy, Office of Real Property (MP), 1800 F Street NW., Washington, DC 20405, by telephone at (202) 501-0856, or e-mail at assetmanagement@gsa.gov.

§ 102–84.55 When are the Annual Real Property Inventory reports due?

You must prepare the Annual Real Property Inventory information prescribed in § 102–84.50 as of the last day of each fiscal year. This information is due to the General Services Administration, Office of Governmentwide Policy, Office of Real Property (MP), 1800 F Street, NW., Washington, DC 20405, no later than November 15 of each year.

PART 102–85—PRICING POLICY FOR OCCUPANCY IN GSA SPACE

Subpart A—Pricing Policy—General

Sec.

- 102-85.5 By what authority is the pricing policy in this part prescribed?
- 102-85.10 What is the scope of this part?
- 102-85.15 What are the basic policies for charging Rent for space and services?
- 102-85.20 What does an Occupancy Agreement (OA) do?
- 102-85.25 What is the basic principle governing OAs?
- 102-85.30 Are there special rules for certain Federal customers?
- 102-85.35 What definitions apply to this part?
- 102-85.40 What are the major components of the pricing policy?

Subpart B—Occupancy Agreement

- 102-85.45 When is an Occupancy Agreement required?
- 102-85.50 When does availability of funding have to be certified?
- 102-85.55 What are the terms and conditions included in an OA?
- 102-85.60 Who can execute an OA?
- 102-85.65 How does an OA obligate the customer agency?

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- 102-85.70 Are the standard OA terms appropriate for non-cancelable space?
- 102-85.75 When can space assignments be terminated?
- 102-85.80 Who is financially responsible for expenses resulting from tenant non-performance?
- 102-85.85 What if a customer agency participates in a consolidation?

Subpart C—Tenant Improvement Allowance

- 102-85.90 What is a tenant improvement allowance?
- 102-85.95 Who pays for the TI allowance?
- 102-85.100 How does a customer agency pay for tenant improvements?
- 102-85.105 How does an agency pay for customer alterations that exceed the TI allowance?
- 102-85.110 Can the allowance amount be changed?

Subpart D—Rent Charges

- 102-85.115 How is the Rent determined?
- 102-85.120 What is “shell Rent”?
- 102-85.125 What alternate methods may be used to establish Rent in Federally owned space?
- 102-85.130 How are exemptions from Rent granted?
- 102-85.135 What if space and services are provided by other executive agencies?
- 102-85.140 How are changes in Rent reflected in OAs?
- 102-85.145 When are customer agencies responsible for Rent charges?
- 102-85.150 How will Rent charges be reflected on the customer agency's Rent bill?
- 102-85.155 What does a customer agency do if it does not agree with a Rent bill?
- 102-85.160 How does a customer agency know how much to budget for Rent?

Subpart E—Standard Levels of Service

- 102-85.165 What are standard levels of service?
- 102-85.170 Can flexitime and other alternative work schedules cost the customer agency more?
- 102-85.175 Are the standard level services for cleaning, mechanical operation, and maintenance identified in an OA?
- 102-85.180 Can there be other standard services?
- 102-85.185 Can space be exempted from the standard levels of service?
- 102-85.190 Can GSA Rent be adjusted when standard levels of service are performed by other customer agencies?