

## § 102–84.30

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.

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

Yes. Your agency's official designated in accordance with §102–84.25 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 has jurisdiction, custody, control, or otherwise manages Federal real property or enters into leases, is responsible for submitting the real property inventory information. Additional information on the responsibility for reporting inventory data is contained in the annual Guidance for Real Property Inventory Reporting.

### **§ 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, all real property leased by the United States from private individuals, organizations, and municipal, county, State, and foreign governments, and all real property otherwise managed by the United States where the ownership interest is held by a State or foreign government. Property to be reported includes, but is not limited to:

(a) Real property acquired by purchase, construction, donation, eminent domain proceedings, or any other method;

(b) Real property in which the Government has a long-term interest considered by the reporting agency as being equivalent to ownership. This

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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;

(c) Buildings or other structures and facilities owned by or leased to the Government, whether or not located on Government-owned land;

(d) Excess and surplus real property;

(e) Leased real property (including leased land, leased buildings, leased other structures and facilities, or any combination thereof);

(f) Real property leased rent free or for a nominal rental rate, if the real property is considered significant by the reporting agency; and

(g) Real property where title is held by a State or foreign government, but rights for use have been granted to a Federal entity in an arrangement other than a leasehold.

### **§ 102–84.45 What types of real property are excluded from reporting for the Annual Real Property Inventory?**

The following real property assets are excluded from Executive Order 13327 and reporting is optional:

(a) Land easements or rights-of-way held by the Federal Government.

(b) Public domain land (including lands withdrawn for military purposes) or land reserved or dedicated for national forest, national park, or national wildlife refuge purposes, except for improvements on those lands.

(c) Land held in trust or restricted-fee status for individual Indians or Indian tribes.

(d) Land, and interests in land, that are withheld from the scope of Executive Order 13327 by agency heads for reasons of national security, foreign policy or public safety.

### **§ 102–84.50 May the GSA Form 1166 be used to report information?**

No. Agencies must submit information in accordance with the electronic format outlined in the annual reporting instructions by either submitting an XML file in a predetermined format or by entering the data manually into the online Federal Real Property Profile system. For more information on format requirements, or any other information and guidance on the Annual Real Property Inventory, contact

## Federal Management Regulation

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GSA's Office of Governmentwide Policy, Office of Real Property (MP), 1800 F Street, NW., Washington, DC 20405, or by telephone at (202) 501–0856.

### § 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 must be submitted electronically to the General Services Administration, Office of Governmentwide Policy, Office of Real Property (MP), 1800 F Street, NW., Washington, DC 20405, no later than December 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?
- 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?

### Subpart F—Special Services

- 102–85.195 Does GSA provide special services?

### Subpart G—Continued Occupancy, Relocation and Forced Moves

- 102–85.200 Can customer agencies continue occupancy of space or must they relocate at the end of an OA?