



## Planning and Property Management

### Property Management is responsible for three primary things:

- Managing everything related lease agreements and leased spaces, including:
  - \* Identifying potential lease spaces for State of Vermont use
  - \* Managing fit-up, housekeeping, parking, and any other miscellaneous expenses related to lease space.
- Managing Lease-outs where BGS-owned spaces are leased out to non-state of Vermont entities.
- Manage all land and property purchase and sales for Buildings & General Services

### How much space do we lease?

- Total leased space for FY19: 949,178 square feet in 121 leases.

### What services do we provide?

- We work with Agencies, Departments, and clients to identify lease space appropriate to their program and staff needs.
- We arrange, draft, & manage all lease agreements between property owners and our departmental clients. It is a “soup to nuts” service
- We coordinate space “fit-ups” and help guide clients through space change processes seamlessly and with as little stress and confusion as possible.
- Arrange and manage house-keeping, trash removal, plowing, and other services related to the specific space and client.
- We organize and facilitate property sales and purchases.

### How do customers access our services?

- Customers contact us through the Buildings & General Services website by submitting a space request. This can also be done using Maintenance Connection.

### How do the clients pay for this service?

- Most of the fee is covered by a 5% fee that is added to the lease rate. This pays for on-going management costs.
- The monthly lease costs and any additional fit-up which is not negotiated into the lease is paid back-charged to the tenant department.



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