



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
REAL ESTATE DIVISION

JOHN A. MYERS
CABINET SECRETARY

JON AMORES
DIRECTOR

MEMO

To: All State Spending Units
From: Jon Amores, Director Real Estate Division *JA*
Date: September 7, 2018
Re: Reporting Deadline -- Real Property Accounting

In a previous memo dated 25 July 2018, I advised that HB4236, passed in the 2018 Regular Session of the WV Legislature, requires that "All real property owned or leased by the state shall be accounted for by the state spending unit that owns, leases, or is in possession of the real property."

The required property information will be compiled in wvOASIS, and the Real Estate Division recently worked with wvOASIS to produce instruction manuals which provide directions on how to input information into the system. If you have not received these instructions, please contact the Real Estate Division at (304) 558-3062. The documents are also posted on our division website (RealEstateDivision.wv.gov).

Under HB4632, any agencies that do not report the required property information by July 1, 2019 will be reported to both the Governor and the Joint Committee on Government and Finance. Accordingly, we have set a deadline of Friday, May 31, 2019 for all spending units to input the required data into wvOASIS, to give the Real Estate Division sufficient time to compile the report.

Please note that under Real Estate Division Rule §148-19-10, there is an annual reporting deadline of December 30 for the property information. After the initial effort needed to input the data by the May 31, 2019 deadline, this year-end deadline will be observed. Beginning in 2019, all spending units will thereafter be asked to annually update their property information by the 12/30 deadline.

Once again, thank you in advance for your efforts in this matter.