



Moving or Downsizing? Let OSPM Help You Surplus Smarter.

Move Coming Up?

The **Office of Surplus Property Management (OSPM)** is here to help you plan, post, and profit—while staying compliant with state policy.

Timeline at a Glance

Timeline	What To Do
90+ Days Out	Identify surplus. Contact Surplus. Submit report + photos.
60 Days Out	Items move through GovDeals Tiers.
30 Days Out	Items should be sold, transferred, or have disposal approval.

Revenue Return


- Agencies keep **85%** of sale revenue
- Funds are returned via DGS Fiscal
- No moving/storage costs = major savings.

Helpful Resources

- APSPM Chapter 12: Surplus Guidance
 - [DGS/Surplus Website → Rules & Regulations](#)

Contact

 statesurplus@dgs.virginia.gov

 surplus.dgs.virginia.gov



THE SURPLUS PREP CHECKLIST

Begin 90-120 days before your move for the smoothest process.

Step 1: Identify Surplus Items

- Review assets and decide what you wish to surplus
 - Desks, chairs, cubicles, equipment, supplies, etc.

Step 2: Contact Surplus Early

- Email: statesurplus@dgs.virginia.gov
 - We'll guide you through the entire process.

Step 3: Complete the Surplus Property Report

- [DGS/Surplus Website → Forms & Documents → DGS-44-001](#)

Step 4: Send Photos or Video

- Only photograph items being surplusd.
 - *Optional:* submit a YouTube video link showing the condition/setup
- Submit all with your form to: statesurplus@dgs.virginia.gov

Step 5: GovDeals + Tier Process

- Listings progress through visibility Tiers (*5 days per tier*):
 - **Tier 1:** State Agencies
 - **Tier 2:** Local Governments
 - **Tier 3:** Approved Nonprofits, Veteran/SBA 8(a)
 - **Tier 4:** General Public
 - *Assets are sold in place. You'll be copied on all updates.*