



Release of Space

Returning Unused or Underused Space to PBS

Background and Benefits

Our customers' missions and space needs are continually evolving. As federal agencies seek to reduce their footprint, maximize their utilization rate, and design workspaces that reflect their daily workforce activities, they may desire to return unused space.

What Type of Space Can Be Released?

Customer space must meet established criteria to be returned to PBS. These criteria are detailed in the [Pricing Desk Guide](#) (Chapter 5.3.1) and are summarized below:

- There is no longer a need for the space
- The space is marketable
- The Occupancy Agreement (OA) is not designated as non-cancelable
- If in a lease occupancy, the tenant is at least 16 months into the OA term prior to the requested termination date

What Defines Marketable Space?

Due to the unique factors in each space, PBS makes the final determination on whether a space is marketable by evaluating the space's location, usage and size (See Chapter 5.3.2 of the Pricing Desk Guide).

Examples of space that is not considered marketable include:

- Building amenity space (e.g. mailroom or loading dock) in a single-tenant building
- Space that is not accessible from a building's common corridors
- An office suite that does not have exterior accessibility
- An individual office without exterior accessibility that is part of an office suite
- Multiple individual offices that are part of an office suite and scattered throughout a building

If the space is not marketable in its existing configuration but could be made marketable by constructing a separate entrance or a wall separating the customer agency space, the customer can fund the alternation and the space may be released.



How To Submit a Release of Space Request

To request a release of space, customer agencies must submit a notification to space.release@gsa.gov. Notifications must be submitted at least four months prior to the proposed release date, however the sooner the better. Even if the exact date is not known, it is beneficial to give notice as soon as there is an intention to release the space. If a space release request is sent directly to PBS personnel, the four-month notification window will not open until the PBS representative forwards the message to the central space release email address.

A Release of Space Request must include:

- OA Number
- Location (Building Name, City, State)
- Description of space to be released (room number, floor, or approximate square footage)
- Approximate requested date of the release

A PBS regional point of contact will work with you to determine the marketability, final square footage, and release date. Customer-submitted estimated release dates may be adjusted to accommodate project dates or physical move schedules.

A signed OA is not required to release space; written notification is the only required document per PBS Pricing Policy.

The Release of Space Process

PBS will confirm receipt of the release of space notification and forward it to the appropriate regional point of contact. The regional contact will collaborate with you on the specific details of the request to accept or reject.

After you physically vacate the space, the PBS regional contact will confirm that all personal property has been removed and will complete a Condition Survey Report. Your occupancy will be updated prior to the next billing cycle and PBS will send a final email confirming all actions are complete. Rent will no longer be charged for the released space.

For More Information

To learn more about the release of space process, review the [Pricing Desk Guide](#), Chapter 5, Part 5.3.