

Property Management, 7th Edition

Chapter Outline

Chapter 13: Office Property

- I. Overview
- II. Market Analysis
 - A. Regional Analysis
 - B. Neighborhood Analysis
 - C. Absorption Rate
 - D. BOMA Office Classifications
 - E. Site Selection
- III. Property Analysis
 - A. BOMA/ANSI Standard Method for Measuring Floor Area
 - 1. Construction Area
 - 2. Rentable Area
 - 3. Dominant Area
 - 4. Usable Area
 - B. Computing Rentable Area
 - C. Setting the Rental Schedule
 - 1. Minimum Rents
 - 2. Establishing Base Rent
 - 3. New York Method
- IV. Marketing Office Space
 - A. Signs
 - B. Internet Web Sites
 - C. Brochures
 - D. Direct Mail
 - E. Public Relations
 - F. Referrals
 - G. Canvassing
 - H. Rental Centers
- V. Qualifying the Prospective Tenant
 - A. Spatial Qualification
 - 1. Single Office
 - 2. Multi-personnel Space
 - 3. Special Facilities
 - 4. Miscellaneous Areas
 - B. Level of Quality Desired
 - C. Additional Areas of Qualification
 - D. Showing the Space
 - E. Closing the Transaction

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- VI. Negotiations and the Lease
 - A. Written Contract
 - B. Office Lease Concessions
 - 1. Escalation Clauses
 - 2. Assignment and Subletting
 - 3. Recapture Clause
 - 4. Services by Landlord
 - 5. Possession
 - 6. Remodeling Office Space
 - 7. Building Standard
 - C. Americans with Disabilities Act (ADA) Compliance
- VII. Maintenance and Staffing of Office Buildings
 - A. Preventing Turnover
 - B. Unique Requirements of Office Maintenance
 - 1. Elevator Operation
 - 2. Housekeeping
 - 3. New Construction
- VIII. The Intelligent Building
 - A. Basic Information Services
 - a. Automation Systems
 - b. Advance Telecommunications
- IX. Security and Life Safety
- X. Management Administration and Accounting
 - A. Facilities Manager
 - B. Specialized Accounting
- XI. Summary