

Property Management 7th Edition

Chapter Outline

Chapter 14: Retail Property

- I. Overview
- II. Classification of Shopping Centers
 - A. Anchor Tenants
 - B. Customer Parking
 - C. Signage
 - 1. Preleasing Phase
 - 2. Established Centers
 - 3. Merchants' Associations
 - D. Display Advertising
 - E. Brochures
 - F. Direct Mail
 - G. Personal Contact
 - H. Publicity and Public Relations
 - I. Newspaper Pull-Out Sections
 - J. Promotional Efforts
 - K. Leasing Agents
- III. Leasing Retail Property
 - A. Qualifying Retail Tenants
 - B. Tenant Mix
 - C. Location
 - D. Prospect's Needs
 - E. Percentage Leases
 - 1. Straight Percentage
 - 2. Overage Leases
 - 3. Combination Lease
 - 4. Variable Scale Lease
 - 5. Maximum Percentage Lease
 - F. Negotiating the Lease
 - G. Setting Rental Rates
 - 1. Calculating Space
 - 2. Percentage of Rental Rate to Business Volume
 - 3. Tax Participation Clause
 - 4. Gross Sales
 - 5. Financial Audits
 - 6. Method of Payments
 - H. Non-Compete Clause
 - I. Regulating Tenant Operations
 - J. Recapture Clause

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- K. Tenant Improvements
 - 1. Mechanics Lien
 - 2. Trade Fixtures
 - 3. Tax Advantages for Improvements
- L. Insurance for Shopping Centers
- IV. Maintenance of Retail Property
- V. Security and Life Safety Issues
- VI. Administrative Responsibilities
 - A. Industry Statistics
 - 1. Financial Reports
 - 2. Major Rental Income Items
 - 3. Actual Income
 - 4. Expense Items
 - B. Operating Budget
 - 1. Capital Expenditures
 - 2. Preservation
 - 3. Income-Producing Capital Expenditures
 - C. Monthly Cash Flow Forecast
 - D. Monthly Operating Income (Loss) and Cash Flow Statement
 - E. Profit and Loss Statement
- VII. Summary