

CHAPTER 13: Office Property

MATCHING:

usable area
base rent
rentable space
shared tenant services
facilities manager

BOMA building classifications
usable area
building standard
intelligent building
New York method

1. _____ When analyzing demand for office space, total number of vacant square feet of office space in market area divided by square footage historically leased per year
2. _____ A rental rate per square foot that is higher than the minimum and which is adjusted to reflect the pros and cons of each office space
3. _____ Unofficial guidelines defining office space based on age, condition, location, facilities and amenities
4. _____ Commercial property specialists who are responsible for managing a team of other specialists, for furnishing and maintaining lease space
5. _____ The specific set of amenities and alterations a landlord is willing to make free of charge for an incoming commercial tenant
6. _____ A building incorporating one or more of three basic information services: automation systems, advanced telecommunications and office automation
7. _____ A method of determining office space rent by measuring and charging for of the entire area of a floor or building including stairwells and elevator shafts
8. _____ According to BOMA, the floor area of an office building minus allowances for stairs, elevator shafts, duct work and other areas not available to the tenant
9. _____ Floor area of an office building that can be used for tenant office space
10. _____ When permitted by local utilities, building management can provide telephone and data transmission services to two or more unrelated tenants

Chapter 13: True/False

1. **T F** An office building is one where goods are worked on or sold.
2. **T F** An older, fully renovated building in a prime location would be classified as Class A under BOMA guidelines .
3. **T F** Usable area excludes hallways, restrooms and elevator shafts.
4. **T F** Another way of looking at minimum rent is to consider it the break-even point.
5. **T F** Before using direct mail to market the office building, the manager should get lists from Dun & Bradstreet.
6. **T F** One of the first considerations when talking with a prospective tenant is to discuss spatial requirements.
7. **T F** The building standard helps define limits on remodeling costs to the owner.
8. **T F** Office building managers do not need to be concerned about compliance with the ADA.
9. **T F** Most office buildings are cleaned at night.
10. **T F** Where to locate an office is usually determined by the rental rate.

Chapter 13: Multiple Choice

1. **The number-one factor influencing the selection of office facilities is**
 - a. bus and highway accessibility.
 - b. environment of area.
 - c. cost.
 - d. labor market.
2. **Which of the following provides a basis for setting a rental schedule, estimating income and expenses and anticipates prospect reaction?**
 - a. Market analysis
 - b. Property analysis
 - c. Neighborhood analysis
 - d. Comparable analysis
3. **The standard method of floor measurement that measure construction, rental and usable space was developed by**
 - a. IREM.
 - b. BOMA.
 - c. New York.
 - d. NAR.

- 4. Which of the following reflects the features of the property and relative current value?**
 - a. Minimum rate
 - b. New York method
 - c. Base rent
 - d. Optimum rents

- 5. The best prospecting method for leasing office space is**
 - a. canvassing.
 - b. referrals.
 - c. signs.
 - d. ads.

- 6. An open or closed work area for more than one person is called a(n)**
 - a. single-office space.
 - b. open space.
 - c. multipersonnel space.
 - d. special facility.

- 7. Which clause protects the owner when leases run for more than a year?**
 - a. Recapture clause
 - b. Assignment clause
 - c. Sublet clause
 - d. Escalation clause

- 8. Which of the following requires constant maintenance to provide good service, safety and cleanliness?**
 - a. Lobby
 - b. Elevators
 - c. Stairs
 - d. Restrooms

- 9. Which of the following is significantly different between managing a residential property and managing an office building?**
 - a. Preventive maintenance
 - b. Housekeeping
 - c. Showing properties
 - d. Negotiating a lease

- 10. Another source of income in an office building is that from**
 - a. charging to clean offices at night.
 - b. routine cleaning fees.
 - c. charging tenants to comply with the ADA.
 - d. Selling remodeling construction to existing tenants