

Rockport VAL, LLC in collaboration with MOODY'S

Commercial Training Manual (Office & Retail)



Table of Contents

Introduction to VAL
Questions about VAL?3
Login to VAL4
VAL User Interface 4
Create New Property5
Property Interface
Share Model
Versions
Collaborate With
Model Settings
Area Settings
Growth Rates
Vacancy & Collection Loss
Misc. Income
Operating Expenses
Capital Expenses
Property Cash Flow
Rent Roll 22
Office Tenant
Rent Steps - % Increase
Upon Expiration
Rollover Assumptions
Tenant Cash Flow
Retail Tenant
Rent Steps - \$/SF Increase
Recoveries
Expense Pools



Recovery Audit Report	34
Percentage Rent	35
Percent Rent Audit Report	35
Clone Rollover Lease Assumptions	37
RLA Variables	38
Occupancy Cost & Sales Report	39
Vacant Space	40
Stacking Plan	43
Cash Flow with Tenant Level Details	44
Valuation	46
Report - Valuation: Sale Yield Matrix	47
Report - Investment Analysis: Investment Cash Flow	49
Investment Analysis: Return Sensitivities	49
Debt	51
Debt Report – Schedule Amortization Table	53
Report Investment Analysis – Levered IRR	54
Settings & Report Packages	54
Scenarios & Sets	57
RLA Set Rollover Scenarios	58
Growth Rates Set	59
Vacancy & Collection Loss Set	60
Rent Roll Overrides Set	61
Scenario Comparison Reports	62
Toggling Scenarios in Reports	63
Practice Case Study – Rockport Office Park	64



Introduction to VAL

VAL is a cash flow modeling & valuation platform that is user friendly, affordable, efficient and a powerful alternative to all other products in the market. It is cloud-based so you can login to VAL from anywhere, on any device. Seamlessly collaborate and share with colleagues and clients. Today, you will learn how your team can benefit from technology's newest solution to DCF modeling and valuation.

Questions about **VAL**?



On-Screen Tutorials: Click on the question mark located at the bottom right corner of any VAL screen to access the tutorials. Tutorials include slide shows, interactive data entry assistance, and pdf downloads.



YouTube Channel: Access numerous tutorial videos at https://www.youtube.com/rockportval



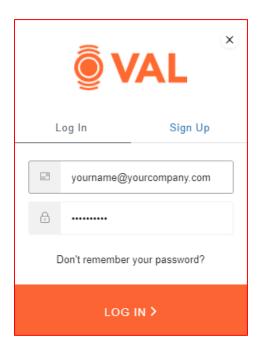
Support: Email support at support@rockportval.com.





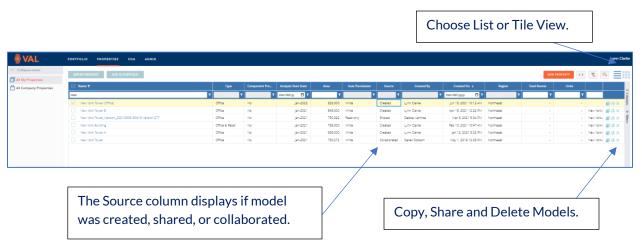
Login to VAL

Go to <u>www.rockportval.com</u> and click "**Log In**" in the upper right-hand corner and enter credential to access **VAL**.



VAL User Interface

The VAL user interface is designed to be intuitive and easy to navigate.



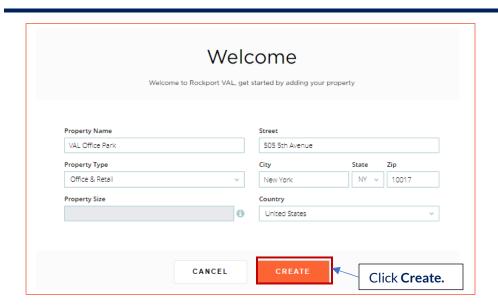


Create New Property

In this training scenario, we will create a commercial office and retail property.



• Click New Property.



Add the following property details:

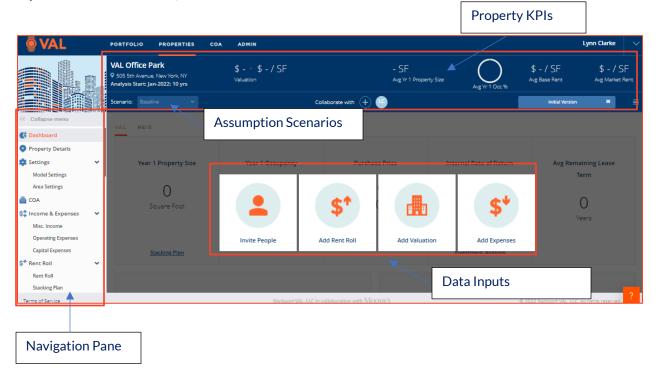
- Property Name: VAL Office Park
- Property Type: Office & Retail
- Address: 505 Fifth Avenue New York City, NY 10017 United States
- Click Create.



Helpful Hint: Property name must be unique. If multiple users are working on this training case study simultaneously add initials to the property name.

Property Interface

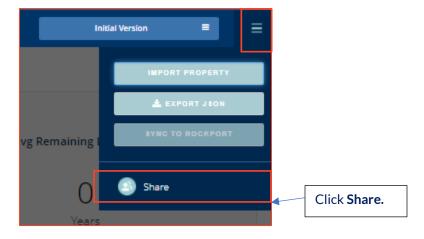
When opening a property, the dashboard will display key performing metrics of the property such as Valuation, Average Rent, and Average Occupancy (assuming all relevant inputs have been made).



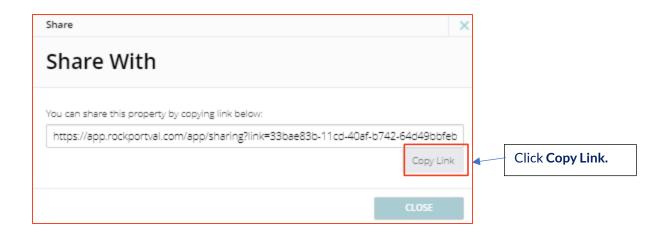


Share Model

A copy of a model can be sent to a recipient by clicking on the "hamburger" menu icon located in the top right-hand section of the window and selecting **Share.** Note, an email will be sent to the user and recipient confirming the file share is initiated.



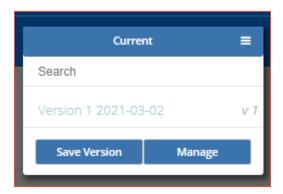
Click on **Copy Link** to copy and paste wherever you want your clients to the view the model, whether in an email, listing site or deal room. The recipient does not need to be a **VAL** subscriber to have access to the model. The recipient can review all the input screens and reports and make changes to the assumptions. In addition, the ability to export to Excel is available through the Share feature.





Versions

VAL can archive a version of a model at any point in time to reference. This is useful to refer to the version of the model sent to the user as updates are constantly being applied.



Collaborate With

The Collaboration feature gives access to internal or external users to view and edit models in VAL. The recipient must be a VAL subscriber to collaborate.



Enter the email address or select people to collaborate and click **Invite People**. **VAL** will send an email to the user inviting to collaborate.





Model Settings

The Model Settings window is where users specify property settings such as analysis start date, number of years of analysis, and activate modeling policies.

General Model Settings

Reimbursement/Inflation Settings: By default, growth rates are applied annually based on the month the analysis starts. For example, if the analysis starts March 2023 the growth rate will calculate annually beginning in March 2024. The Reimbursement setting determines if the recoveries are based on calendar or fiscal year operating expenses.

Inflation Month: The Inflation Month sets what month the growth rate is calculated annually and can be independent of the analysis start date. For example, if the analysis starts in March 2023, you can select the inflation month as January which will apply the growth rate each January beginning January 2024.

Allow Specific Dates: Select Yes to model mid-month lease terms in the Rent Roll. By default, VAL assumes the lease start date is the beginning of the month and the expiration date is the end of the month. To model a lease that starts March 15, 2023, activate the Allow Specific Dates model setting.

Allow Manually Entered Property Size: By default, VAL will calculate the Property Size based on the aggregate square footage entered in the Rent Roll. To manually enter the property size toggle YES. This will allow the Property Size in the Area Settings window to be editable.

Vacancy & Collection Loss

Vacancy Loss Calculation Method: Choose from a monthly or annual calculation method.

Gross-Up Revenue by Downtime: This option is typically set to YES and will add the downtime to potential revenue before calculating the general vacancy loss.

Reduce Vacancy by Downtime: This option is typically set to YES and will subtract downtime from the general vacancy allowance calculation. If downtime is greater than the general vacancy allowance, zero general vacancy allowance will appear on the cash flow.



Percentage Rent/Occupancy Cost

Percentage Rent is a rent payment structure where the tenant pays rent as a percentage of sales in addition to a minimum rent or in lieu of a minimum base rent.

Occupancy Cost, also referred to as a "health ratio", is expressed as a ratio of a tenant's total annual contractual payables (i.e. Base Rent, Recoveries, etc.) divided by the tenant's annual sales at the property.

Percentage Rent in use?: Select **Yes** to add Percentage Rent fields in the rent roll for Retail tenants.

Occupancy Cost Adjustment Settings: The settings allow you to specify whether to adjust the occupancy cost downward or upward and downward, to include or exclude recoveries, and whether to apply the adjustment during rollover or throughout all lease terms.

Recoveries

Apply Admin Fee Before/After Contribution Deduction: This setting determines whether the admin fee is applied before or after a contribution deduction in the reimbursement calculation.

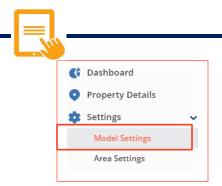
Treat Contribution Deduction Circular References as: In the recoveries, if there is an expense that reimburses after itself due to tenant groupings and other circular references, choose whether this is an error or a warning. A warning indicates it is the user's intent to model the circular reference.

Rollover

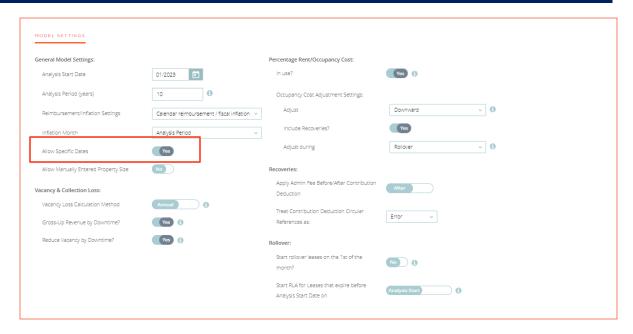
Start rollover leases on the 1st **of the Month?** If Allow Specific Dates is set to Yes, the Start rollover leases on the 1st of the month is available to select whether a lease expiring on a specific day of the month will have a new lease beginning the following day or the beginning of the following month. This setting will be grayed out if Allow Specific Dates is set to No.

Start RLA for Leases that expire before the Analysis Start Date on: If a lease expires prior to the analysis start date, specify whether the rollover assumption should begin when the lease ends or as of the analysis start date.





 From the navigation pane go to Model Settings.



Update the following Model Settings:

Analysis Start Date: 1/2023, 10 Years

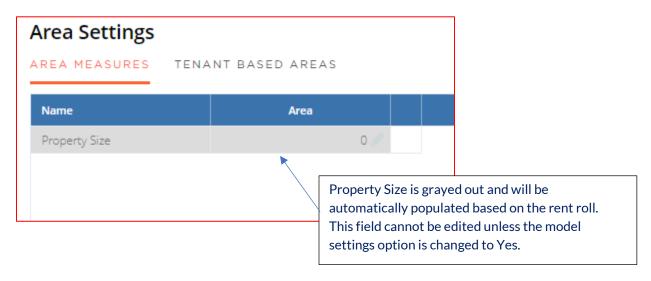
Allow Specific Dates: Yes

• Percentage Rent in use? Yes



Area Settings

Add area measurements in Area Settings such as the Property Size, Gross Leasable Area, or any measurement being calculated within the property.

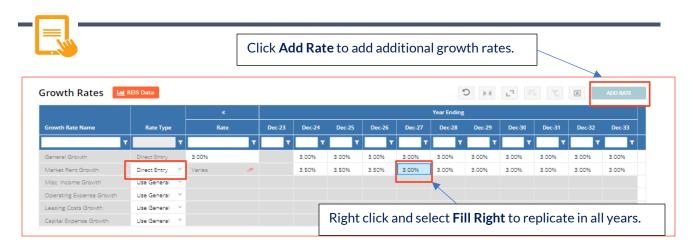


Helpful Hint: By default, VAL calculates the property size based on the rent roll. To manually enter the property size select the Allow Manually Entered Property Size in the Model Settings window.



Growth Rates

Enter the growth rates to be applied to the model. Growth rates can be overridden at the line-item level. Create an unlimited number of growth rates as applicable to the property.



Add the following Growth Rates:

General Growth: 3%

• Market Rent: 3.5% in 2024 – 2026, 3% for remaining years

Helpful Hint: To copy values to the right, click **Alt** + **E** or right click on the field and select **Fill Right**.



Vacancy & Collection Loss

Vacancy & Collection Loss is an adjustment to potential revenue on the cash flow factoring likely vacancy loss due to market conditions and expected collection loss due to tenants' failure to pay.

Override groups: General vacancy loss can be excluded or overridden for specific tenants.



Click on the Override drop down menu and select **Add New** to apply a different rate to specific tenants.



Add the following Vacancy Loss assumptions:

Loss Basis: Potential Gross Income

• Rate: 5%



Misc. Income

Miscellaneous income is where revenue generating items not associated to a lease is entered such as Vending, Signage, Parking and Antennae.

Misc. Income may be calculated by the following Unit of Measures:

\$ amount

• % of EGR

\$/Area

• % of Line





• Description: Signage

• Amount: \$1250

UofM: \$ amount

Frequency: MonthlyGrowth: Misc. Income

Variable: No



Operating Expenses

Enter all operating expenses including reimbursable and non-reimbursable in the Operating Expenses window. Reimbursable expenses are expenses that the property owner will recover from the tenants.

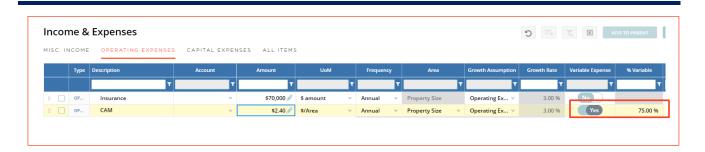
Operating Expenses may be calculated by the following Unit of Measures:

- \$ amount
 - \$/Area
- % of EGR
- % of Line
- Prop 13





- Select **Operating Expenses** from the navigation pane or by tab.
- Insurance is \$70,000/year growing by 3% and reimbursable.



Select **Add Expense** and add the following expense:

Description: CAMAmount: \$2.40UofM: \$ Area

Frequency: Annually

• Growth: Operating Expense Growth (3%)

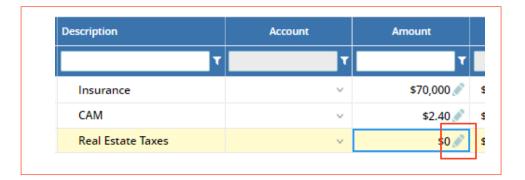
Variable: Yes. 75% Variable

Reimbursable: Yes



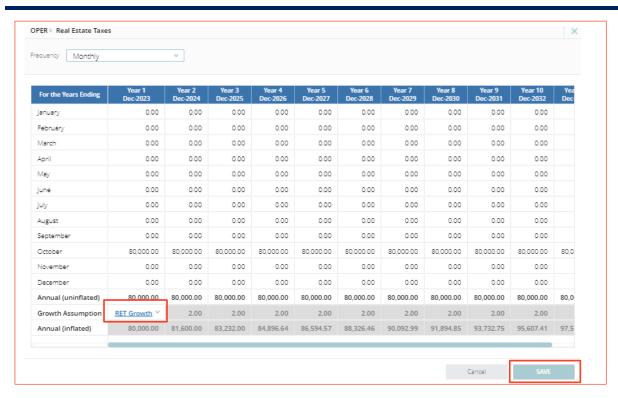
Helpful Hint: Variable Expense Formula = (Expense \$ x Variable % x Occupancy %) + (Expense \$ x % Fixed)





- Real Estate Taxes are \$80,000/Year paid in October growing at 2% per year.
- To enter an amount in a specific month, select **Edit** from the Amount field.

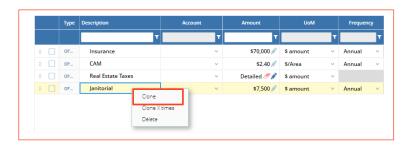




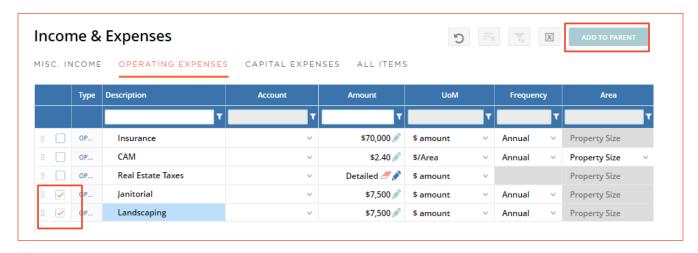
- Enter \$80,000 and click and drag to replicate in October of every year.
- Create a 2% Real Estate Tax Growth Rate by selecting Add New from the Growth drop down menu.
- Click Save.







- Janitorial is \$7500 per year growing at 3% and reimbursable.
- Landscaping is \$7500 per year, use the **Clone** option to duplicate.



Janitorial and Landscaping are subaccounts to Repairs and Maintenance, which is the parent account. To model this, select the checkbox for Janitorial and Landscaping and click **Add to Parent.**









• Management Fee is 3.5% of EGR and not reimbursable.

Capital Expenses

Capital expenses are typically not included in the NOI and will be displayed below NOI on the cash flow. Examples of capital expenses are reserves, roof repair, and building improvements.

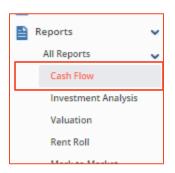


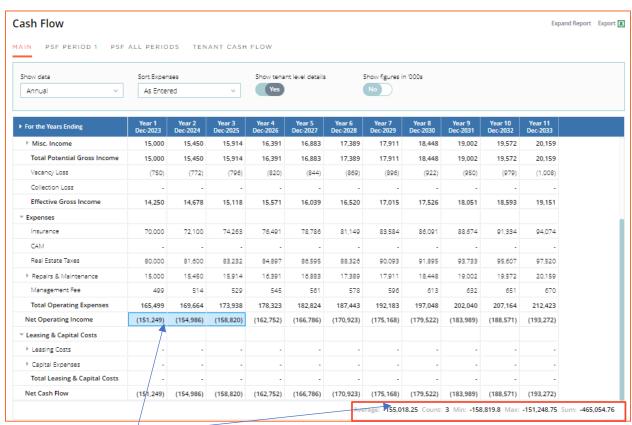


Reserves are \$.30/\$ Area, growing by 3%.



Property Cash Flow





When you select two or more cells that contain numeric data, VAL automatically summarizes the data on status bar.



Rent Roll

The Rent Roll is used to model contractual or speculative leases including tenant size, start and end dates, base rent, fixed steps, free rent, percentage rent, recoveries, leasing costs and renewal assumptions. Click **Add Lease** in the upper right-hand corner of the Rent Roll window to add lease records.

Office Tenant





Add the following tenant information:

Tenant Name: The Rockport Group

Suite: 101Floor: 1

Lease Type: OfficeStatus: ContractStart Date: 1/1/2023

• Lease Term: 36 Months (36M)

• Size: 15,000 SF

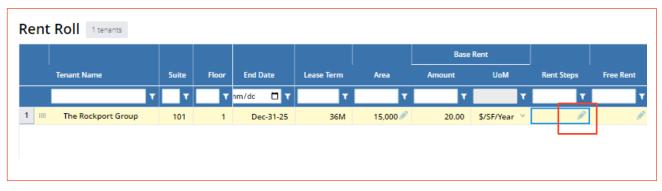
• Base Rent: \$20/SF/Year

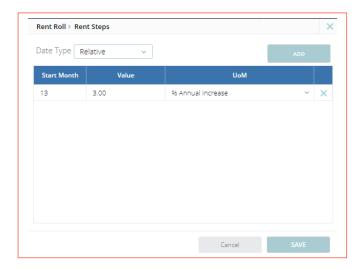


Rent Steps - % Increase

Rent Steps are increases to the base rent over the term of the lease that can be entered as either an amount or percent increase.

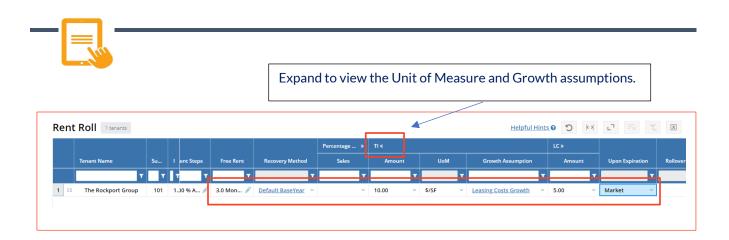






- Date Type: Relative
- Add a 3% annual increase beginning month 13.





Add the following lease details to The Rockport Group:

Free Rent: 3 Months

Recoveries: Default Base Year

TI: \$10LC: 5%

• Upon Expiration: Market

Upon Expiration

The Upon Expiration field defines how VAL will calculate the rollover assumption when the contractual lease expires. Choose from one of the options below:

- Market: Rollover assumptions will calculate based on the renewal probability calculating the weighted average of the new and renewal rates.
- Renew: Assumes 100% renewal probability and will calculate the renewal rates in the rollover assumptions for the initial rollover lease term.
- Vacate: Assumes a 0% renewal probability and will calculate the new rates in the rollover assumptions for the initial rollover lease term.
- Option: Will add an additional line item to populate the terms of the option lease and assume 100% probability of exercising the option and ignore the Rollover Assumption.
- Reconfigured: Assumes the space will go dark and will no longer be included in the analysis.



Rollover Assumptions

The Rollover Assumptions define the projected lease assumptions after the initial lease expires based on if the tenant vacates or renews their lease. Enter the market assumptions in the New fields based on if the existing tenant vacates the space and enter the market assumptions in the Renew fields based on if the existing tenant renews their lease. The renewal probability will weigh the new and renewal assumptions after the contractual lease expires.





• From the Rollover Assumptions drop down menu select Add New.



Add below Rollover Lease Assumptions:

RLA Name: Office RLARenewal Probability: 80%

Term: 60 MonthsDowntime: 6 Months

Market Rent:

New: 22 \$SF/Year (Market Rent Growth)Renew: 20 \$SF/Year (Market Rent Growth)





• In Term Adjustments: 3% Annual Increase

• Free Rent

New: 3 MonthsRenew: 0 Months

• Tenant Improvements

New: 10 \$/SF (Leasing Cost Growth)Renew: 5 \$/SF (Leasing Cost Growth)

Leasing CommissionsNew: 5%

o Renew: 2.5%

• Expense Recovery: Default Base Year

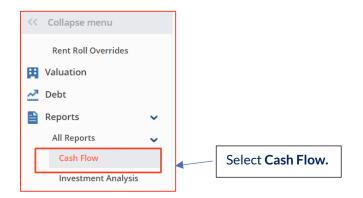
• Upon Expiration: Office RLA

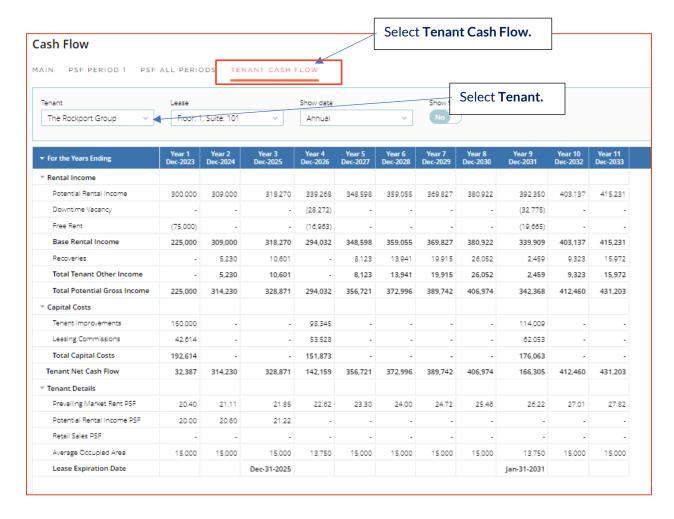
Helpful Hint: Market Rent Calculation = New Market Rent (20% of New Tenant) + Renewal Market Rent (80% Renewal Probability).

(\$22*20%) + (20*80%) = \$20.40 Weighted Market Rent



Tenant Cash Flow

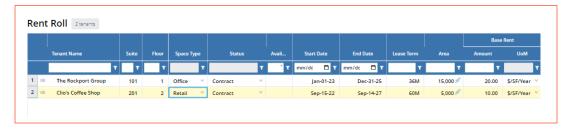






Retail Tenant





Add the following tenant information:

• Tenant Name: Clio's Coffee Shop

Suite: 201Floor: 2

Lease Type: RetailStatus: Contract

Start Date: 9/15/2022Lease Term: 60 Months

• Size: 5,000 SF

• Base Rent: \$10/SF/Year

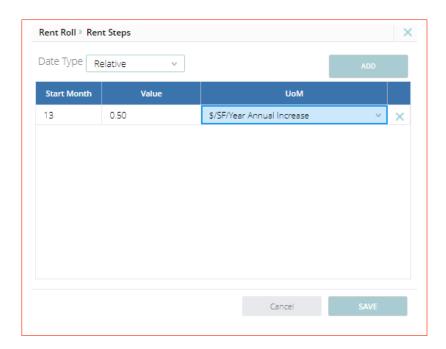


Rent Steps - \$/SF Increase





Edit Rent Steps.



• Add a .50 \$/SF/Year Annual increase beginning in Month 13.



Recoveries

Recoveries are the shared expenses that a landlord passes on to its tenants, and subsequently recovered by generating an invoice to the tenant for their pro-rata share. Recovery methods in VAL include:

- Base Stop: Tenant pays their pro-rata share over the base stop amount. Enter stop amount as \$ amount or \$/\$F.
- Net: Tenant pays their pro-rata share of the total reimbursable expenses.
- Fixed: Tenant pays a specific \$ amount.
- BY (Calc/Future): Tenant pays their pro-rata share over the base stop amount. VAL calculates the base year stop based on lease year 1 reimbursable expenses.
- BY+1: Tenant pays their pro-rata share above the base stop amount which is calculated in year 2 of the lease.
- BY-1: Tenant pays their pro-rata share above the base stop amount which is calculated in the year prior to year 1 of the lease.

Fixed CAM Recovery Structure

Clio's Coffee Shop has a recovery structure that includes:

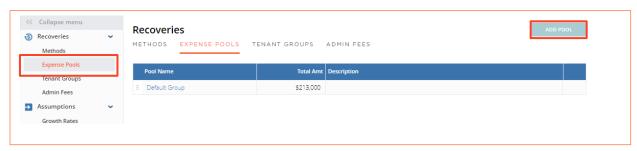
- \$10,000 Fixed CAM, 0% Growth
- Net Insurance, Taxes & Repairs and Maintenance

Helpful Hint: If a lease starts prior to the analysis start date and has a base stop reimbursement, enter the base stop amount. If you select the BY Calc/Future method, VAL will assume the reimbursable expenses in year 1 of the analysis as the base stop amount.

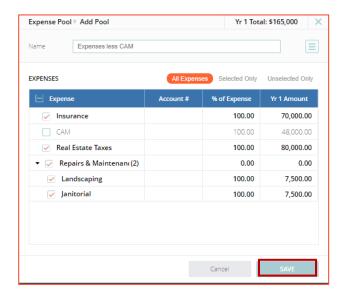


Expense Pools





- Click on **Expense Pools** from the navigation pane.
- Click Add Pool.



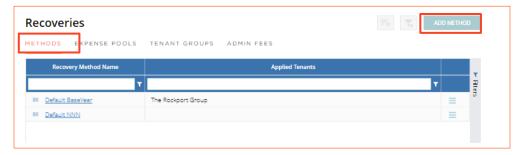
- Name: Expenses less CAM
- Select Insurance, Taxes and Repairs and Maintenance.
- Click Save.



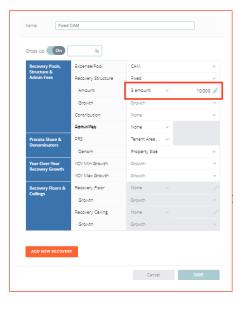
Create Recovery Method - Fixed CAM

Recovery methods are created by clicking Add New from the Recoveries field in the Rent Roll or by clicking Methods from the navigation pane. Once the recovery is created, the method needs to be assigned to the tenant to calculate.



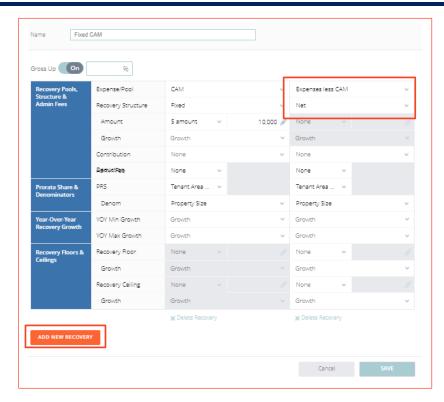


Click on the Methods tab and select Add Method.



- Name Recovery Method Fixed CAM.
- Select CAM as the Expense Pool.
- Select **Fixed** as Recovery Structure.
- Enter \$10,000 as the Amount.





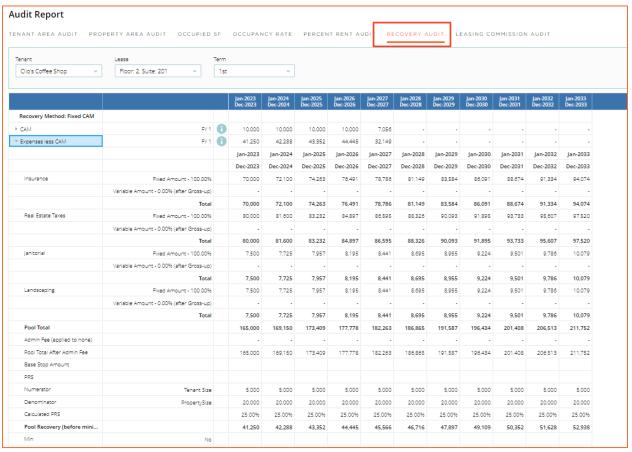
Click Add New Recovery to model Net Expenses less CAM.





Recovery Audit Report



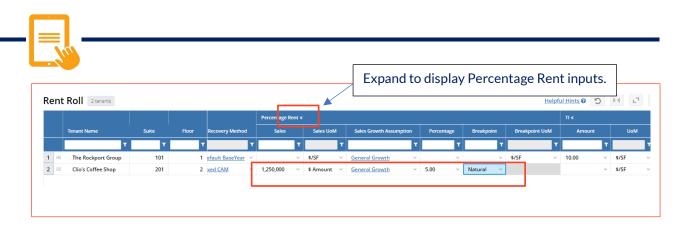




Percentage Rent

Percentage rent is additional rent paid based on a percentage of gross sales above a breakpoint.

Clio's coffee shops' annual retail sales volume is projected to be \$1,250,000. They are to pay 5% above a natural breakpoint.



• Sales: \$1,250,000 growing by General Growth

Percentage: 5%Breakpoint: Natural

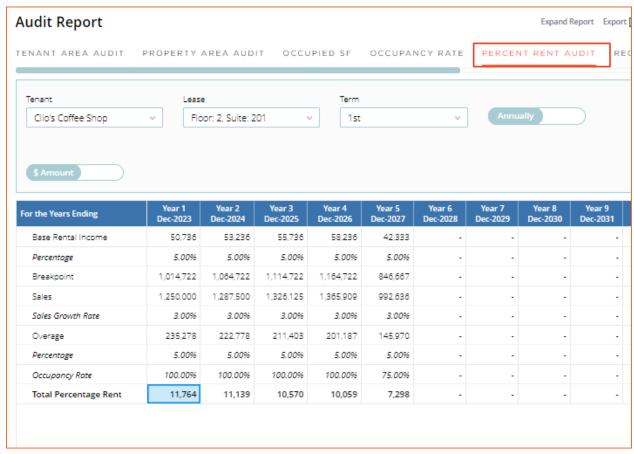


Helpful Hint: Natural Breakpoint: Total Rent ÷ Sales %



Percent Rent Audit Report



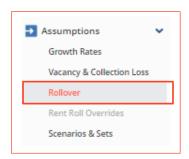




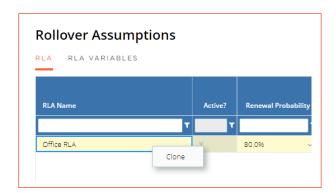
Clone Rollover Lease Assumptions

The Retail RLA is similar to the Office RLA. To save time we will clone the Office RLA and adjust the market assumptions.





• From the Navigation pane select Rollover.



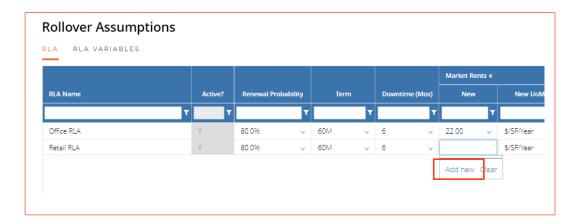
• Right click the Office RLA and select Clone.



RLA Variables

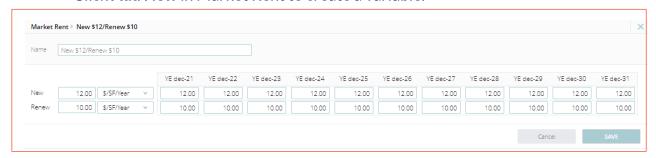
RLA Variables can be created versus hardcoding values in the fields in the rollover assumptions. Once a variable is created it can be assigned in rollover assumptions and rent roll.





Make below adjustments to RLA

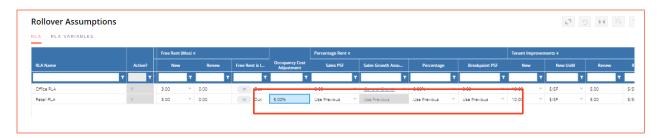
- RLA Name: Retail RLA
- Click Add New in Market Rent to create a variable.



o New: 12 \$/SF/Year

Renew: 10 \$/SF/Year





- Enter an Occupancy Cost Adjustment of 5%.
- Select **Use Previous** for the Retail RLA Percentage Rent.



Select Retail RLA for Clio's Coffee Shop Rollover Assumption.

Occupancy Cost & Sales Report



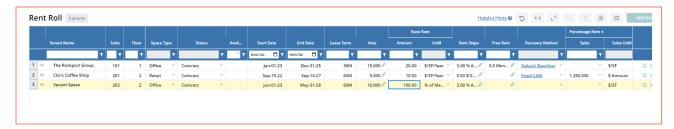
A highlighted cell indicates an Occupancy Cost Adjustment in that period.



Vacant Space

Vacant space is entered in the rent roll where the lease start date can be set to a date in the future to calculate the downtime vacancy.





Click Add Lease.

Tenant Name: Vacant Space

Suite: 202Floor: 2

Start Date: June 1, 2023, 5 Year Lease Term

• Area: 10,000 SF

• Base Rent: 100% of Market Rent, 3% Rent Step

Helpful Hint: Copy and paste The Rockport Groups rent step to Vacant Space rent step to save time. CTRL C to copy and CTRL V to paste as a shortcut.



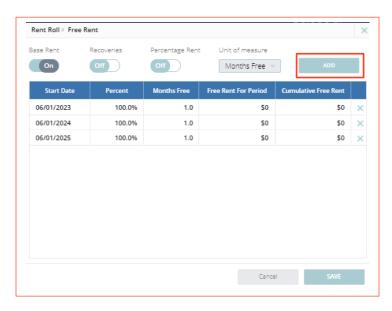
Free Rent Variable

By default, free rent includes base rent plus rent steps and applied at the beginning of the lease term. To add recoveries and/or percentage rent to the formula or update the free rent period create a variable.





• Click on the pencil icon for **Free Rent** to create a variable.

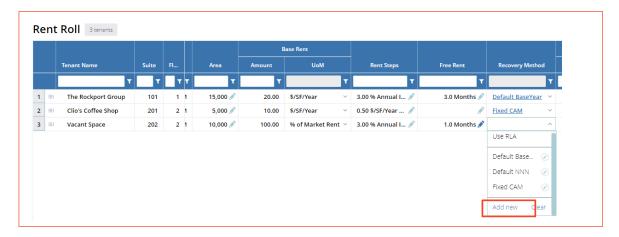


• Click **Add** to insert rows and model free rent to reflect an abatement in the first month of the first three lease years.

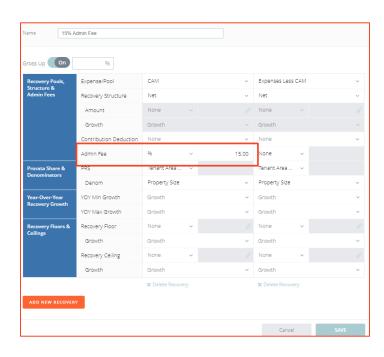


Create Recovery Method - 15% Admin Fee

Vacant Space will reimburse their pro-rata share of CAM plus a 15% Admin Fee and reimburse Net for the remainder of the reimbursable expenses.



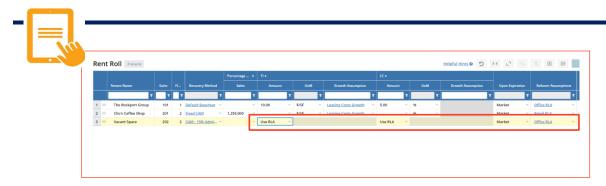
• Click **Add New** to create a recovery method for the Vacant Space.





Leasing Cost - Use RLA

Market assumptions for recoveries, tenant improvements, and leasing commissions within the Rollover Leasing Assumptions (RLAs) can be assigned to the tenants in the rent roll by selecting the **Use RLA** option from the drop-down menus. The Use RLA option creates a dynamic link between the market assumptions and the inputs in the rent roll.

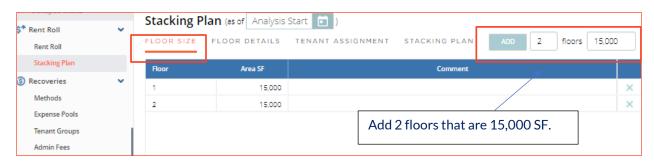


- Select Use RLA for TIs and LCs.
- Select the Office RLA as the Rollover Assumptions.

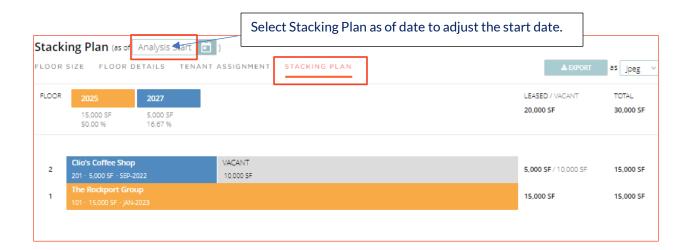
Stacking Plan

A Stacking Plan is a chart/schema to display floors in the building with all tenants and available space.

Floor Size: To account for vacant space enter the area of each floor in the Floor Size tab.



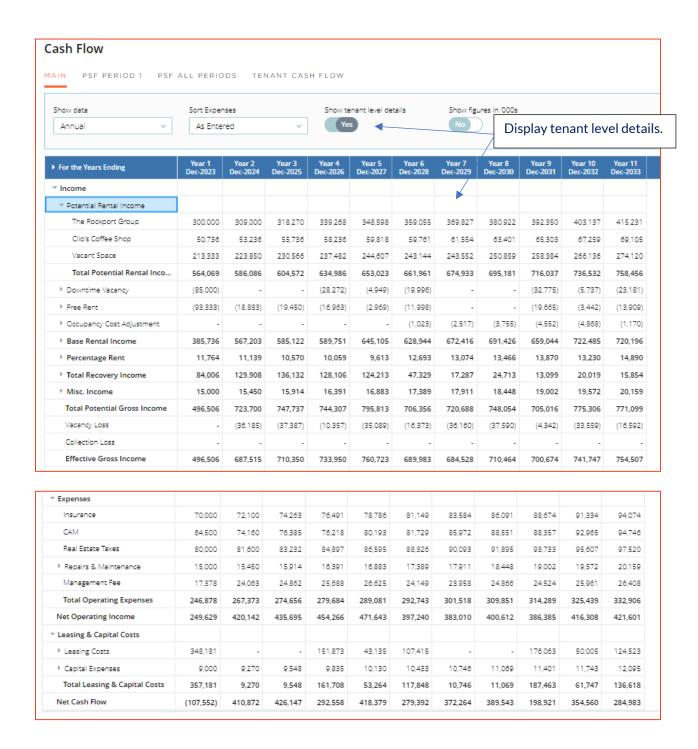




Cash Flow with Tenant Level Details









Valuation

Create an unlimited number of valuations. **VAL** supports the following valuation methods:

- DCF
- Direct Capitalization
- Direct Entry



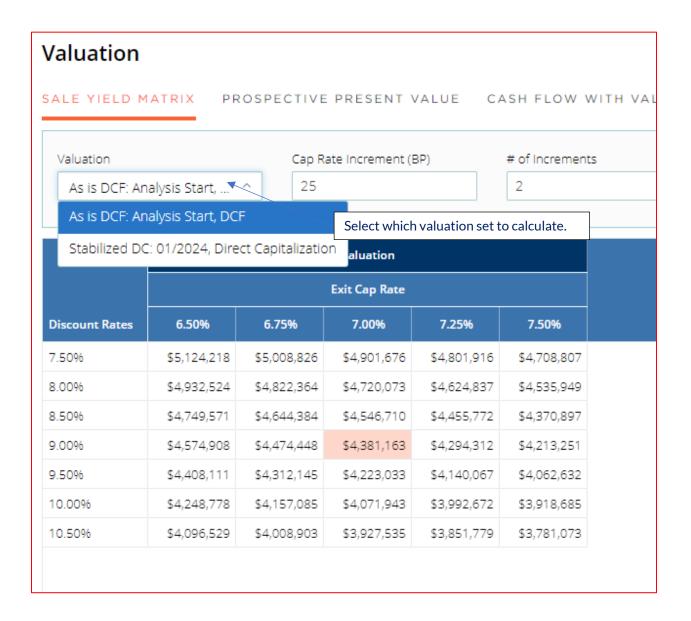


Click **Add Valuation** to insert rows. Create 3 valuation sets below:

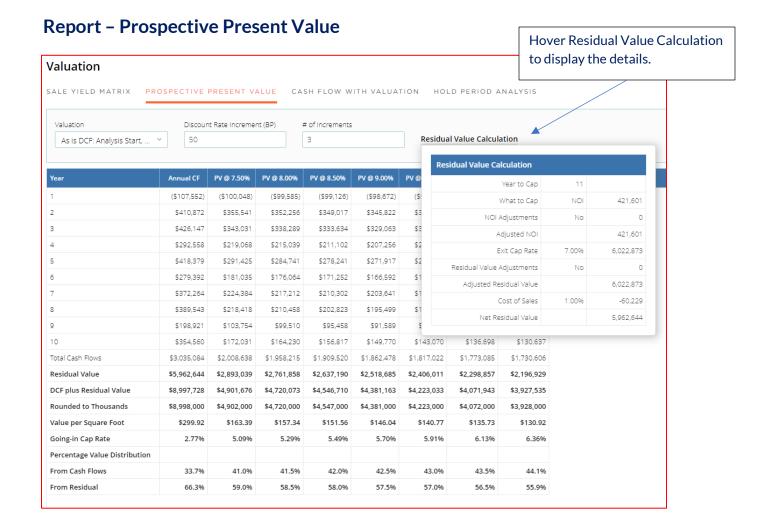
- As is DCF:
- DCF method as of the Analysis Start Date
- Cap Rate: 7%
- Discount Rate: 9%
- Hold Period: 10 years, capping year 11
- Cost of Sale: 1% of Residual Sale
- Stabilized Direct Cap:
 - Valuation as of Date: 01/2024
 - Direct Capitalization method
 - Cap Rate: 9%
- Purchase Price
 - Direct Entry method
 - \$4,500,000 Amount



Report - Valuation: Sale Yield Matrix

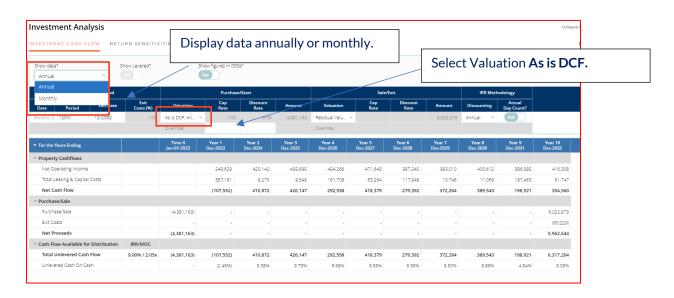




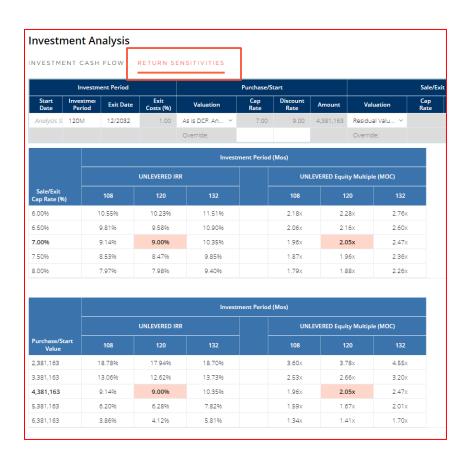




Report - Investment Analysis: Investment Cash Flow

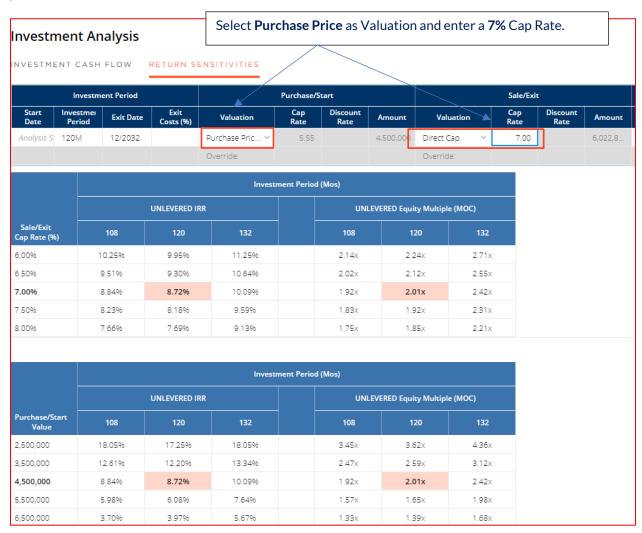


Investment Analysis: Return Sensitivities





Change Valuation to **Purchase Price and** add **7%** cap to calculate IRR results with these parameters.





Debt

Create up to 5 loans in VAL. Include or exclude debt to display results by selecting Yes or No in the Loan In Use field.

Refinance Loan: A refinance loan is available as the 6th loan which is used to pay off all of the loans in the capital stack that are "in use". The pay-off date (or funding date) occurs on the Note Date of the Refinance Loan.

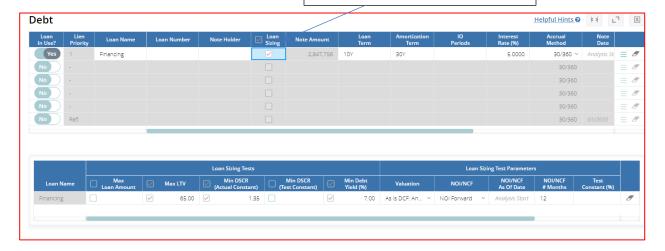
Loan Testing: Select Loan Sizing to run cumulative or individual tests.

- Individual Test:
 - Max Loan Amount
- Cumulative Test:
 - o Max LTV
 - Min DSCR (Actual Constant)
 - Min DSCR (Test Constant)
 - Min Debt Yield





Activate Loan Sizing to enable VAL to calculate the Note Amount.



Enter below inputs for **Debt**:

Loan Name: Financing

Loan Sizing: Yes

• Loan Term: 10 Years

Amortization Schedule: 30 Years

• Interest Rate: 5%

• Accrual Method: 30/360

• Note Date: 1/2023

Enter below inputs for **Loan Sizing**:

Max LTV: 65

• Min DSCR (Actual Constant): 1.35

Min Debt Yield: 7%Valuation: As is DCF

NOI/NCF: NOI Forward 12 Months

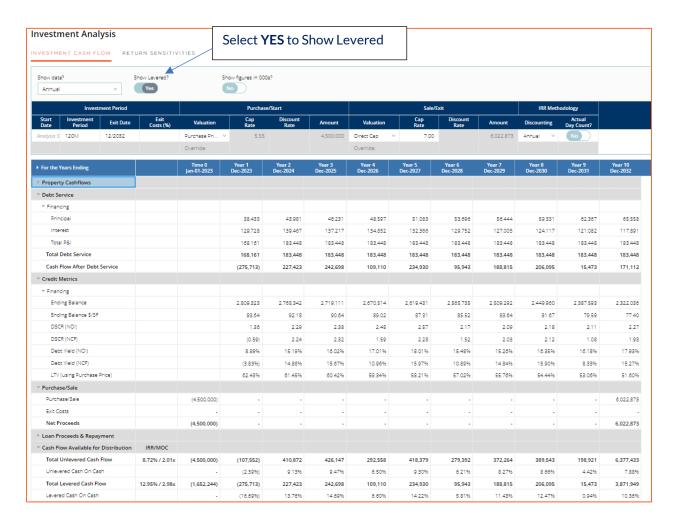


Debt Report - Schedule Amortization Table

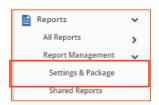




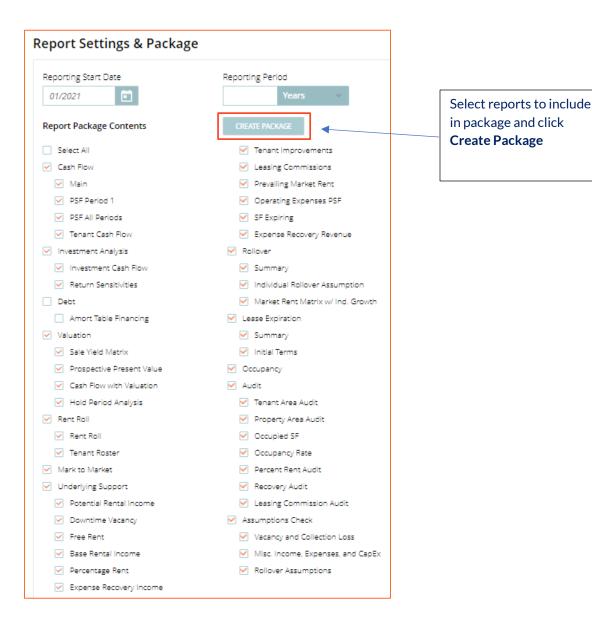
Report Investment Analysis - Levered IRR



Settings & Report Packages









.1										ı			
_ A	В	С	D	E	F	G	Н	I	J	K	L	M	N
1	VAL Building, Baseline, version #0												
2	As of Jan-22												
3													
4	OVAL												
5	9												
6		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	
7	For the Years Ending	Dec-2022	Dec-2023	Dec-2024	Dec-2025	Dec-2026	Dec-2027	Dec-2028	Dec-2029	Dec-2030	Dec-2031	Dec-2032	
8	Income	476,577	687,515	710,350	708,951	760,723	673,918	687,045	714,219	675,607	746,615	735,868	
9	Potential Rental Income	564,069	586,086	604,572	634,986	653,075	662,028	675,002	695,252	716,110	736,610	758,536	
LO	The Rockport Group	300,000	309,000	318,270	339,268	348,598	359,055	369,827	380,922	392,350	403,137	415,231	
.1	Clio's Coffee Shop	50,736	53,236	55,736	58,236	59,870	59,828	61,623	63,472	65,376	67,337	69,185	
12	Vacant Space	213,333	223,850	230,566	237,482	244,607	243,144	243,552	250,859	258,384	266,136	274,120	
13	Total Potential Rental Income	564,069	586,086	604,572	634,986	653,075	662,028	675,002	695,252	716,110	736,610	758,536	
4	Downtime Vacancy	-85,000	0	0	-28,272	-4,949	-19,996	0	0	-32,775	-5,737	-23,181	
5	The Rockport Group	0	0	0	-28,272	0	0	0					
6	Clio's Coffee Shop	0	0	0	0	-4,949	0	0		Repor	t nacka	age in E	xce
7	Vacant Space	-85,000	0	0	0	0	-19,996	0			•	_	
8	Total Downtime Vacancy	-85,000	0	0	-28,272	-4,949	-19,996	0		forma	t will b	e emai	led 1
9	Free Rent	-93,333	-18,883	-19,450	-16,963	-2,969	-11,998	0					
.0	The Rockport Group	-75,000	0	0	-16,963	0	0	0		user with each report			
1	Clio's Coffee Shop	0	0	0	0	-2,969	0	0		located in tabs.			
2	Vacant Space	-18,333	-18,883	-19,450	0	0	-11,998	0		locato	a III cai		
3	Total Free Rent	-93,333	-18,883	-19,450	-16,963	-2,969	-11,998	0		-19,000	-3,442	-13,909	
4	Base Rental Income	385,736	567,203	585,122	589,751	645,157	630,034	675,002	695,252	663,669	727,431	721,447	
5	The Rockport Group	225,000	309,000	318,270	294,032	348,598	359,055	369,827	380,922	339,909	403,137	415,231	
6	Clio's Coffee Shop	50,736	53,236	55,736	58,236	51,952	59,828	61,623	63,472	65,376	58,158	69,185	
7	Vacant Space	110,000	204,967	211,116	237,482	244,607	211,150	243,552	250,859	258,384	266,136	237,030	
8	Total Base Rental Income	385,736	567,203	585,122	589,751	645,157	630,034	675,002	695,252	663,669	727,431	721,447	
9	Percentage Rent	11,764	11,139	10,570	10,059	9,561	12,626	13,005	13,395	13,797	13,152	14,809	
0	Clio's Coffee Shop	11,764	11,139	10,570	10,059	9,561	12,626	13,005	13,395	13,797	13,152	14,809	
1	Total Percentage Rent	11,764	11,139	10.570	10.059	9,561	12.626	13,005	13,395	13,797	13,152	14,809	
2	Total Recovery Income	84,006	129,908	136,132	128,106	124,213	47,329	17,287	24,713	13,099	20,019	15,854	
3	The Rockport Group	0.,,000	6,905	10,147	0	4,230	7,299	11,782	15,494	1,490	4,856	8,367	
4	Clio's Coffee Shop	37.500	38,192	38.901	39.630	28,488	1.023	2.517	3,755	4.552	4.868	1.170	



Scenarios & Sets

Combine sets of assumptions to create named scenarios by selecting Scenarios & Sets from the navigation pane. Create different variations of users' baseline set of rollover assumptions and rent roll overrides to run different scenarios in the model.





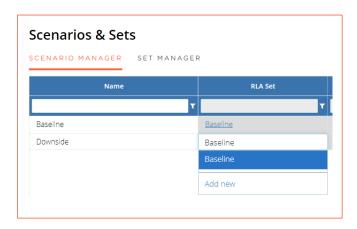
- From the Navigation pane select **Scenarios & Sets.**
- Click **Add Scenario** (located in upper right-hand corner).
- Name scenario **Downside** by typing in the red box in the new row.



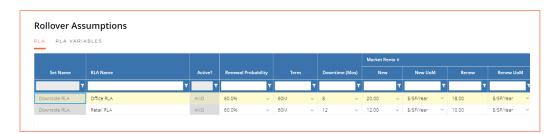
RLA Set Rollover Scenarios

VAL provides ability to easily run alternative rollover scenarios in the model to test the robustness of results in the presence of uncertainty.



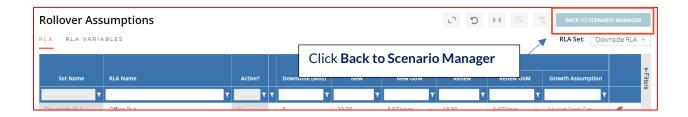


- From the RLA set drop down menu select **Add New**.
- Name RLA Set Downside RLA.



- Click on the **Downside RLA** to edit.
- Update the following assumptions:
 - Office RLA
 - Renewal Probability: 60%
 - o Downtime: 8 Months
 - Market Rent: New \$20, Renew \$18
 - Retail RLA
 - o Renewal Probability: 60%
 - o Downtime: 12 Months





Growth Rates Set

The Growth Rate scenario set is a replica of the baseline growth rates. To enter a new rate in the scenario, click on the Rate Type drown down menu.





- Click on the Growth Rates Set drop down menu and select **Add New**.
- Name **Downside Growth Rate** and click **Create**.
- Click on the Market Rent Rate Type drown down and select **Direct Entry**.
- Enter the Market Rent growth rate as 2%.
- Click **Back to Scenario Manager** to return to scenario & sets screen.



Vacancy & Collection Loss Set

The Vacancy & Collection Loss scenario set is a replica of the baseline.





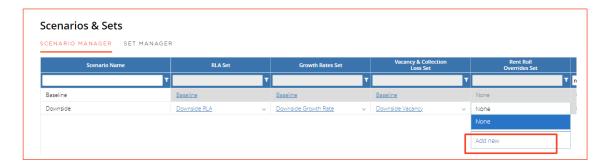
- Click on the Vacancy & Collection Loss Set select Add New.
- Name Rent Roll Override **Downside Vacancy** and click **Create**.
- Enter a 10% Vacancy Loss rate.



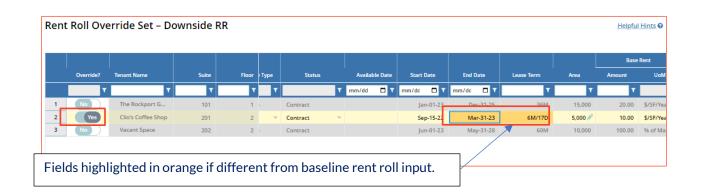
Rent Roll Overrides Set

VAL provides ability to easily run alternative rent roll scenarios.





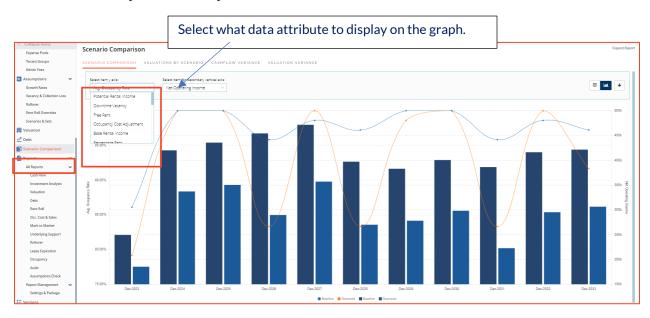
- Click on the Rent Roll Overrides Set drop down menu and select Add New.
- Name Rent Roll Override **Downside RR** and click **Create**.

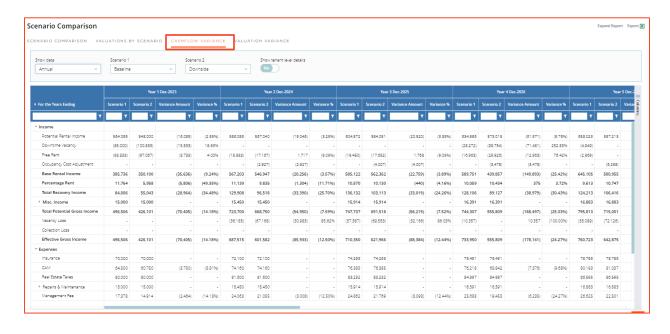


- Clio's Coffee Shop is moving out early due to lack of demand.
- Select Override On.
- Update the End Date to March 31, 2023.



Scenario Comparison Reports

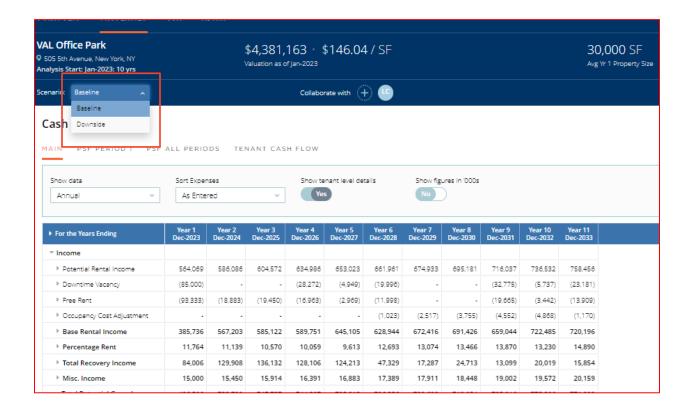






Toggling Scenarios in Reports

Select Downside scenario from the drop down menu to view the impact on reports.





Practice Case Study - Rockport Office Park

Trepp Real Estate is creating a model for a potential acquisition of a 30,000 SqFt office and retail building, Rockport Office Park in New York City, New York. The analysis will begin January 2023, with a 10-year holding period. Enter the below model assumptions and validate results with the reports at the end of the case study.

Growth Rates:

- General Growth: 3%
- Market Rent Growth: 2% in 2024 and 2025, 4% in each year thereafter

Vacancy & Collection Loss:

• Vacancy Loss: 5% of Potential Gross Revenue

Miscellaneous Income:

Parking: \$5,000 per month growing by 3% per year

Operating Expenses (All Recoverable):

- Real Estate Taxes: \$160,000 paid in October every year growing by 2%.
- CAM: \$2.85 per rentable square foot per year. 80% variable, growing by 3%.
- Insurance: \$90,000 per year, growing by 3% Operating Expense Growth.
- Management Fee: 3.5% of EGR

Capital Expenses:

• Building Repairs: \$120,000 in June 2026 with no growth factor.



Rollover Assumptions:

Office

Name: Office RLA

Renewal Probability: 80%

Term: 5 years

Months Vacant: 6 months

Expense Recovery: Default Base Year

Upon Expiration: Office RLA

Market Rent:

New: \$24/SF/Year Renew: \$22/SF/Year

In Term Adjustment:

New: 3% Renew: 3%

Free Rent:

New: 3 months Renew: 0 months

Tenant Improvements:

New: 10 \$/SF Renew: 5 \$/SF

Leasing Commissions:

New: 6% Renew: 3%

Clone Office RLA and enter following override rollover assumptions:

Retail

Name: Retail RLA

Renewal Probability: 75%

Expense Recovery: Default NNN

Market Rent:

New: \$17/SF/Year Renew: \$15/SF/Year 2% annual increase 2% annual increase



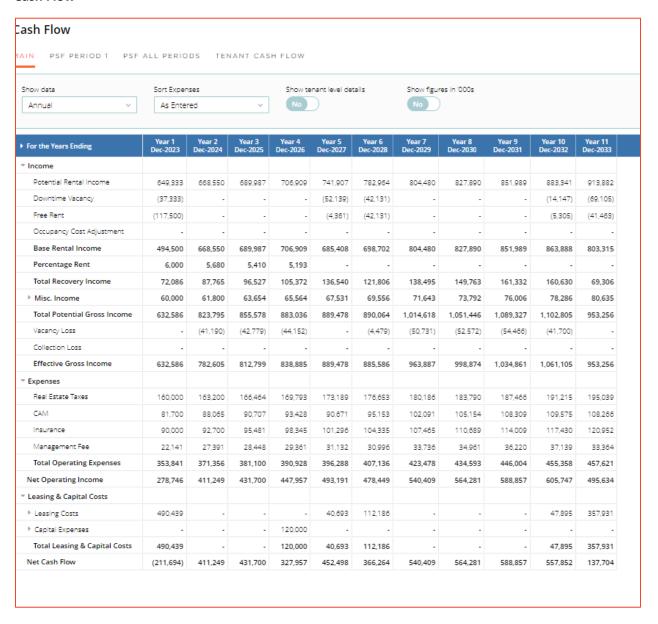
Tenant	General	Lease Date	Base Rent	Lease Terms	Recoveries
Mercury Software	Floor 1 Office Suite 100 10,000 SF	Start Date: 1/2023 Term: 10 years	\$23/SF/Year growing by 3% annually	Free Rent: 3 Months LC: 5% TI: \$10 RLA: Office Market	CAM: Net + 15% Admin Fee Insurance, Taxes and Management Fee: Base Year (Create expense pool including Insurance, mgmt. fee and taxes)
Jupiter Consulting	Floor 2 Office Suite 200 6,000 SF	Start Date: 10/2022 Term: 5 years	\$22/SF/Year with a one- time increase of 5% in 10/2024	RLA: Office Vacate	Reimburse all expenses with a \$6/SF Base Stop
Venus Deli	Floor 2 Retail Suite 220 4,000 SF	Start Date: 01/2022 Term: 5 years	\$12/SF/Year growing by \$.50/SF annually	Percentage Rent: \$1.4M growing by 3%, 4% over a natural breakpoint RLA: Retail Market	Recoverable Expenses: Fixed Amount - \$6,000 per year growing by 3%

Vacant Space: As of the start of the analysis, 2 vacant office spaces are available for lease with a 10 year term. Each lease is 5,000 SF with the first vacant space expected to lease up in February 2023, and the other lease in April 2023. Select 100% of Market for base rent with a 3% annual increase. For all other lease assumptions use the New Market assumptions in the Office RLA. Upon expiration select Market and the Office rollover assumption. (Use Auto Lease Creation for efficiency).

Valuation: DCF analysis beginning in January 2023 over a 10-year hold, capping the 11th year. Cap rate is 6%, discount rate is 8%.

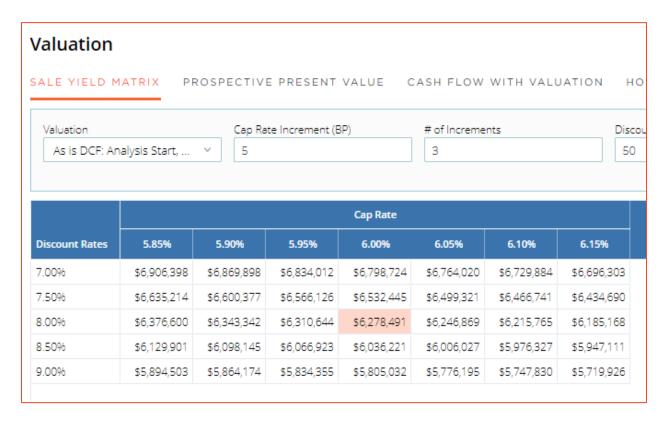


Cash Flow





Sale Yield Matrix



Underlying Support - Downtime Vacancy





Underlying Support - Free Rent



Underlying Support - Exp. Recovery Income

