ROCKPORT

VAL

Rockport VAL, LLC in collaboration with MOODY'S ANALYTICS

Advanced Office Training Manual

Table of Contents

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 on 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?
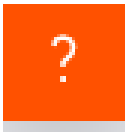
On-Screen Tutorials: Click on the question mark located at the bottom right corner of any VAL screen to access the tutorials. Tutorials include slide shows, interactive data entry assistance, and pdf downloads.
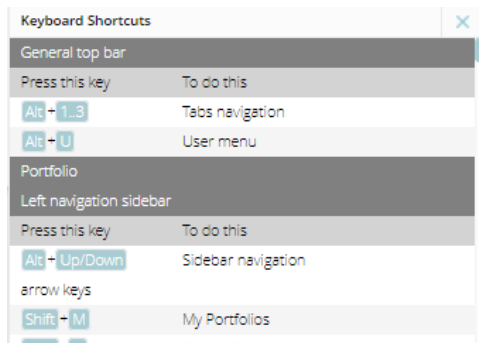
Training Resources Page: Access numerous training videos at: www.therockportgroup.com/resources

**Support**:   Email support at support@rockportval.com.

*Helpful Hint: Click **F1** to view **VAL** hot keys and short cuts.*

Keyboard Shortcuts		✕
General top bar		
Press this key	To do this	
Alt + 1...3	Tabs navigation	
Alt + U	User menu	
Portfolio		
Left navigation sidebar		
Press this key	To do this	
Alt + Up/Down arrow keys	Sidebar navigation	
Shift + M	My Portfolios	

Login to VAL

Go to www.rockportval.com and click "**Login**" in the upper right-hand corner, select Rockport **VAL** and enter credential to access.
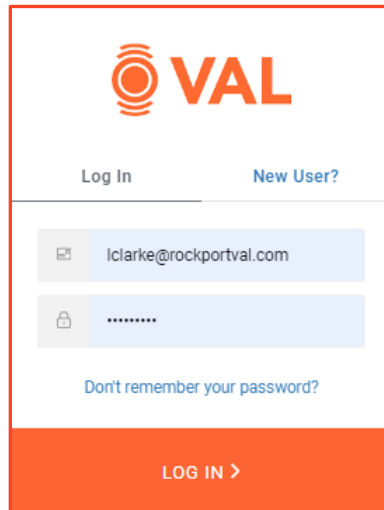
VAL User Interface

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

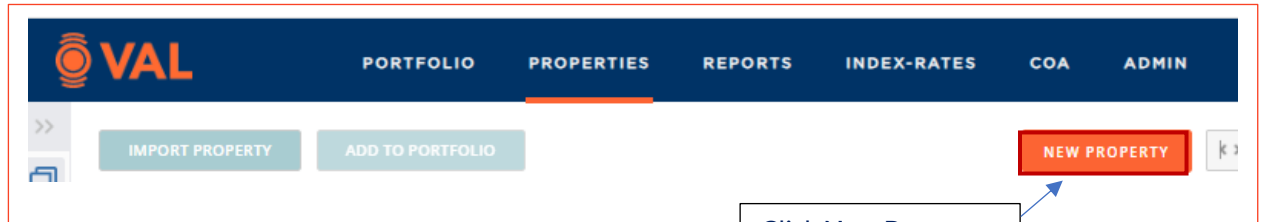Access Portfolios and Properties and setup Report Packages, Index Rates and Chart of Accounts.

The Source column displays if model was created, shared, or collaborated.
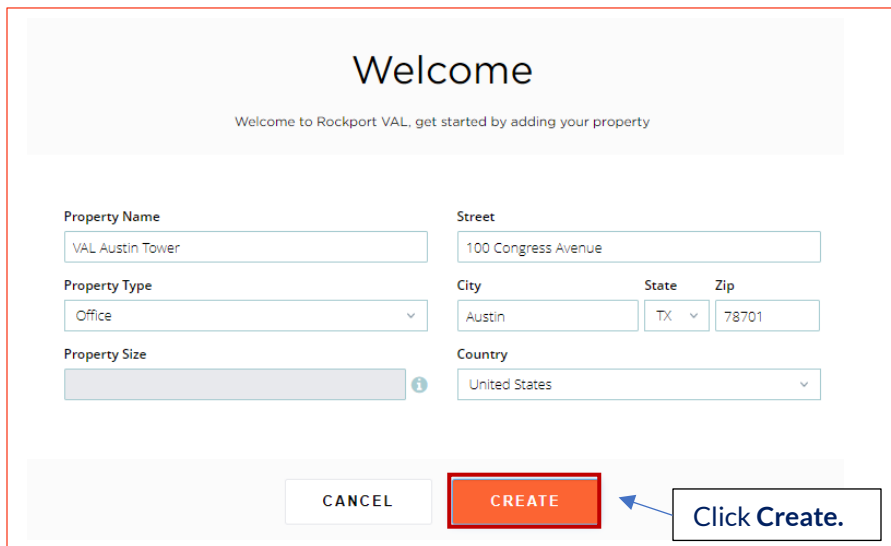
Copy, Share and Delete Models.

Create New Property

In this training scenario, we will create an Office property.

Click **New Property.**

- Click **New Property.**
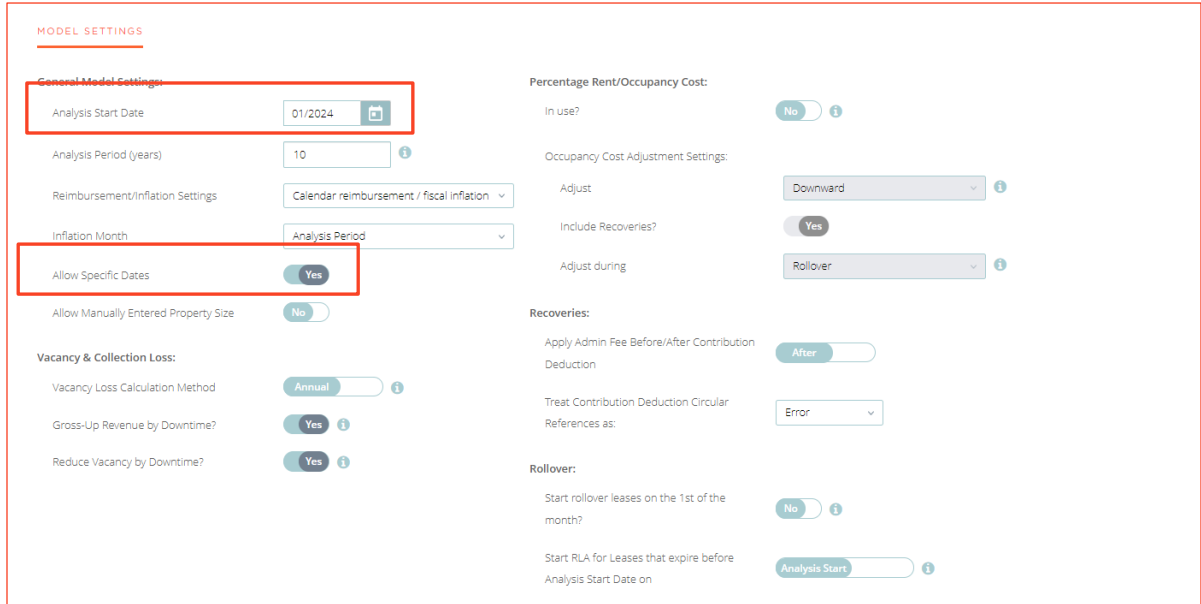

Click **Create.**

Add the following property details:
- Property Name: VAL Austin Tower
- Property Type: Office
- Address: 100 Congress Avenue   Austin, TX 78701
- Click **Create.**
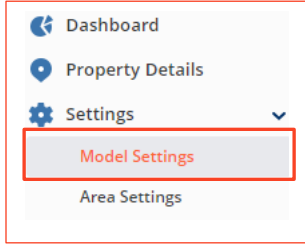
- From the navigation pane go to **Model Settings.**

Update the following Model Settings:

- Analysis Start Date: 1/2024, 10 Years
- Allow Specific Dates: Yes

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%

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
- $/Area
- % of EGR
- % of Line

Select **% of Line.**

- Parking Revenue is 2% of Base Rental Income

Enter **2%** of Base Rental Income.

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.   In our example, we will leverage VAL's copy and paste functionality to efficiently populate data into the model.

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

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

Clone X Times

Add the same number of rows that exist in the Excel model.

- Right-click the line item and select Clone X times.
- Clone 10 times.

Copy and Paste Operating Expenses from Excel

	A	B	C	D
1				
2	**Statement (12 months)**			
3	Period = Jan 2024 - Dec 2024			
4				
5				
6	**Description**			**Total**
7	Landscaping			150,000
8	Repairs & Maintenance			460,000
9	Janitorial			427,000
10	HVAC			225,000
11	Security			280,000
12	Property Taxes			575,000
13	Management Fee			765,000
14	Insurance			375,000
15	Electric			525,000
16	Gas			90,000
17	Water			125,000
18	**TOTAL OPERATING EXPENSES**			3,997,000
19				

Highlight the cells and select **CTRL C** to copy.

Income & Expenses

MISC. INCOME   OPERATING EXPENSES   CAPITAL EXPENSES   ALL ITEMS

	Type	Description	COA		Amount	UoM	Frequen
			Account Name	Account Code			
OP...		Landscaping			$150,000	$ amount	Annual
OP...		Repairs & Maintenance			$460,000	$ amount	Annual
OP...		Janitorial			$427,000	$ amount	Annual
OP...		HVAC			$225,000	$ amount	Annual
OP...		Security			$280,000	$ amount	Annual
OP...		Property Taxes			$575,000	$ amount	Annual
OP...		Management Fee			$765,000	$ amount	Annual
OP...		Insurance			$375,000	$ amount	Annual
OP...		Electric			$525,000	$ amount	Annual
OP...		Gas			$90,000	$ amount	Annual
OP...		Water			$125,000	$ amount	Annual

Click **CTRL V** to paste into VAL.

- Management Fee is 3% of EGR.

Sub Accounts

- Electric, Gas, and Water are subaccounts to Utilities, which is the parent account. To model this, select the checkbox next to Electric, Gas, and Water and click **Add to Parent.** Enter **Utilities** as the name and hit **Enter.**

% Variable Expenses

- Electric, Gas, and Water are 50% variable, meaning 50% of the expenses are based on the occupancy of the building.
- Toggle **YES** in the Variance Expense field and enter **50** as the **% Variable.**

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

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.

Income & Expenses

MISC. INCOME   OPERATING EXPENSES   CAPITAL EXPENSES   ALL ITEMS

	Type	Description	Account Name	Account Code	Amount	UoM	Frequency
☐	CAP	Parking Lot Repairs	⌄	⌄	$0 ✏	$ amount ⌄	Annual ⌄

Click on the pencil icon to enter a value in a specific month.

- Parking Lot Repairs is $75,000 in June 2026, with 0% growth.

CAP › Parking Lot Repairs   ✕

Frequency   [Monthly   ⌄]

For the Years Ending	Year 1 Dec-2024	Year 2 Dec-2025	Year 3 Dec-2026	Year 4 Dec-2027	Year 5 Dec-2028	Year 6 Dec-2029	Year 7 Dec-2030	Year 8 Dec-2031	Year 9 Dec-2032	Year 10 Dec-2033	Year 11 Dec-2034
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Annual (uninflated)	0.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Growth Assumption	%/Year ⌄	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Annual (inflated)	0.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SAVE

Click and drag the 0% inflation to replicate in all years.

Property Cash Flow

Reports ⌄
  All Reports ⌄
    Cash Flow
    Investment Analysis
    Valuation
    Rent Roll
    Mark to Market

Cash Flow

Expand Report   Export 🅧

MAIN   PSF PERIOD 1   PSF ALL PERIODS   TENANT CASH FLOW

Show data	Layout	Sort Expenses	Show tenant level details	Show figures in '000s	Hide blank rows
Annual	Standard	As Entered	Yes	No	No

For the Years Ending	Year 1 Dec-2024	Year 2 Dec-2025	Year 3 Dec-2026	Year 4 Dec-2027	Year 5 Dec-2028	Year 6 Dec-2029	Year 7 Dec-2030	Year 8 Dec-2031	Year 9 Dec-2032	Year 10 Dec-2033	Year 11 Dec-2034
Misc. Income	-	-	-	-	-	-	-	-	-	-	-
Total Potential Gross Income	-	-	-	-	-	-	-	-	-	-	-
Vacancy Loss	-	-	-	-	-	-	-	-	-	-	-
Collection Loss	-	-	-	-	-	-	-	-	-	-	-
Effective Gross Income	-	-	-	-	-	-	-	-	-	-	-
Expenses											
Property Taxes	575,000	592,250	610,018	628,318	647,168	666,583	686,580	707,177	728,393	750,245	772,752
Repairs & Maintenance	460,000	473,800	488,014	502,654	517,734	533,266	549,264	565,742	582,714	600,196	618,202
HVAC	225,000	231,750	238,703	245,864	253,239	260,837	268,662	276,722	285,023	293,574	302,381
Security	280,000	288,400	297,052	305,964	315,142	324,597	334,335	344,365	354,696	365,336	376,297
Janitorial	427,000	439,810	453,004	466,594	480,592	495,010	509,860	525,156	540,911	557,138	573,852
Landscaping	150,000	154,500	159,135	163,909	168,826	173,891	179,108	184,481	190,016	195,716	201,587
Insurance	375,000	386,250	397,838	409,773	422,066	434,728	447,770	461,203	475,039	489,290	503,969
Management Fee	-	-	-	-	-	-	-	-	-	-	-
Utilities	370,000	381,100	392,533	404,309	416,438	428,931	441,799	455,053	468,705	482,766	497,249
Total Expenses	2,862,000	2,947,860	3,036,296	3,127,385	3,221,206	3,317,842	3,417,378	3,519,899	3,625,496	3,734,261	3,846,289
Net Operating Income	(2,862,000)	(2,947,860)	(3,036,296)	(3,127,385)	(3,221,206)	(3,317,378)	(3,417,378)	(3,519,899)	(3,625,496)	(3,734,261)	(3,846,289)
Leasing & Capital Costs			75,000								
Net Cash Flow	(2,862,000)	(2,947,860)	(3,111,296)	(3,127,385)	(3,221,206)	(3,317,842)	(3,417,378)	(3,519,899)	(3,625,496)	(3,734,261)	(3,846,289)

Average: -2,993,385.12 Count: 4 Min: -3,127,384.67 Max: -2,862,000 Sum: -11,973,540.47

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. In our example, we will leverage VAL's copy and paste functionality to efficiently populate data into the model.

- Right-click the line item and select **Clone X times.**
- **Clone 14 times.**

Add the same number of rows that exist in the Excel model.

Copy and Paste Rent Roll from Excel

Highlight the cells and select **CTRL C** to copy.

Click **CTRL V** to paste into VAL.

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.

		Tenant Name	Suite	Flo...	Space Type	Status	Av...	Start Date	End Date	Lease Term	Area	Base Rent		Rent Steps	Free
---	---	---	---	---	---	---	---	---	---	---	---	Amount	UoM		
1		Rockport Group	8000	8	Office	Contract		Jan-01-24	Dec-31-33	120M	60,000	60.00	$/SF/Year		
2		Blackstone 4500	4500	4	Office	Contract		Jan-01-21	Dec-31-30	120M	25,000	62.50	$/SF/Year		
3		Blackstone 6000	6000	6	Office	Contract		Jan-01-21	Dec-31-30	120M	50,000	62.50	$/SF/Year		
4		WeWork	5100	5	Office	Contract		Jan-01-18	Dec-31-25	96M	25,000	65.00	$/SF/Year		
5		NYSE	2000	2	Office	Contract		Jun-01-22	May-31-25	36M	12,500	67.00	$/SF/Year		

- Edit **Rent Steps** for **Rockport Group.**

Start Month	Value	UoM	
13	3.00	% Annual Increase	×

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

Rent Roll 15 tenants

	Tenant Name	Suite	Flo...	Start Date	End Date	Lease Term	Area	Base Rent Amount	Base Rent UoM	Rent Steps	Free Ren
1	Rockport Group	8000	8	Jan-01-24	Dec-31-33	120M	60,000	60.00	$/SF/Year ∨	3.00 % A...	
2	Blackstone 4500	4500	4	Jan-01-21	Dec-31-30	120M	25,000	62.50	$/SF/Year ∨	3.00 % A...	
3	Blackstone 6000	6000	6	Jan-01-21	Dec-31-30	120M	50,000	62.50	$/SF/Year ∨	3.00 % A...	
4	WeWork	5100	5	Jan-01-18	Dec-31-25	96M	25,000	65.00	$/SF/Year ∨	3.00 % A...	
5	NYSE	2000	2	Jun-01-22	May-31-25	36M	12,500	67.00	$/SF/Year ∨	3.00 % A...	
6	Fidelity Investm...	5000	5	Jan-01-21	Dec-31-30	120M	25,000	70.00	$/SF/Year ∨	3.00 % A...	
7	American Express	5100	7	Feb-01-23	Jan-31-28	60M	12,500	50.25	$/SF/Year ∨	3.00 % A...	
8	J.P. Morgan	6500	7	Jan-01-21	Dec-31-25	60M	12,500	71.25	$/SF/Year ∨	3.00 % A...	
9	CNN	7250	7	Jan-01-23	Dec-31-27	60M	25,000	64.50	$/SF/Year ∨	3.00 % A...	
10	General Motors	4100	4	Mar-01-14	Feb-29-24	120M	25,000	52.00	$/SF/Year ∨	3.00 % A...	
11	Facebook	3000	3	Jun-01-14	May-31-24	120M	50,000	52.75	$/SF/Year ∨	3.00 % A...	
12	Google	2000	2	Jan-01-23	Dec-31-27	60M	50,000	60.00	$/SF/Year ∨	3.00 % A...	
13	Ste 1075 Vacant...	1075						100.00	% of Ma... ∨	3.00 % A...	
14	Ste 1050 Vacant...	1050						100.00	% of Ma... ∨	3.00 % A...	
15	Ste 1025 Vacant...	1025						100.00	% of Ma... ∨	3.00 % A...	

Select **CTRL C** to copy the rent step and **CTRL V** to paste to all tenants.

- Copy and paste the 3% annual rent step to all tenants.

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.

Rockport Group has a 50% free rent for the first three months in year 1 and year 2 of their lease and includes recoveries.

- Click on **Free Rent** pencil icon**.**

- Click **Add** to insert rows and model free rent to reflect a 50% abatement in the first 3 months of year 1 and year 2 of the lease terms. Include recoveries in the formula.

Leasing Cost - Payment Schedule

By default, tenant improvements and leasing commissions are paid in the first month of the lease.   To modify when the payment is to be made create a variable and a payment schedule.

Rockport Group has a TI of $20/SF where 50% is paid in month 1 and the remaining 50% paid in month 3 of the lease.

- Click on the **TI** drop down menu and select **Add New.**

- Name: TI Paid in Mth 1 and Mth 3
- New Rate: $20
- Select Add new from the Payment Schedule drop down menu.

Leasing Commission – Sliding Scale

By default, leasing commissions are based on a % of the base rent + rent steps – free rent during the lease term.   To create a sliding scale commission structure where the % changes during the lease term, create a Leasing Commission variable.

Rockport Group has a sliding scale commission structure at 5% in year 1, 4% in year 2, 3% in year 3 and 2% in remainder of years.

- Click on the pencil icon for **LC** drop down menu and select **Add New.**

Right click and select **Copy Right** to replicate the value in future years.

- Name: Sliding Scale
- New Rate: Select %/LY from the drop-down menu.
- Enter 5% in LY1, 4% in LY2, 3% in LY3 and 2% for remainder of years.

Tenant Cash Flow – Monthly View

Cash Flow

MAIN   PSF PERIOD 1   PSF ALL PERIODS   TENANT CASH FLOW

Tenant	Lease	Show data		
Rockport Group ▾	Floor: 8, Suite: 8000 ▾	Monthly ▾	Amount	No

▾ For the Months Ending	Month 1 Jan-2024	Month 2 Feb-2024	Month 3 Mar-2024	Month 4 Apr-2024	Month 5 May-2024	Month 6 Jun-2024	Month 7 Jul-2024	Month 8 Aug-2024	Month 9 Sep-2024	Month 10 Oct-2024
▾ Rental Income										
Potential Rental Income	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Downtime Vacancy	-	-	-	-	-	-	-	-	-	-
Free Rent	(150,000)	(150,000)	(150,000)	-	-	-	-	-	-	-
Base Rental Income	150,000	150,000	150,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Recoveries	-	-	-	-	-	-	-	-	-	-
Total Tenant Other Inc...	-	-	-	-	-	-	-	-	-	-
Total Potential Gross In...	150,000	150,000	150,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
▾ Capital Costs										
Tenant Improvements	600,000	-	600,000	-	-	-	-	-	-	-
Leasing Commissions	1,004,712	-	-	-	-	-	-	-	-	-
Total Capital Costs	1,604,712	-	600,000	-	-	-	-	-	-	-
Tenant Net Cash Flow	(1,454,712)	150,000	(450,000)	300,000	300,000	300,000	300,000	300,000	300,000	300,000
▾ Tenant Details										
Prevailing Market Rent PSF	-	-	-	-	-	-	-	-	-	-
Potential Rental Income ...	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Retail Sales PSF	-	-	-	-	-	-	-	-	-	-
Average Occupied Area	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Lease Expiration Date										

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.

- 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.

Rent Roll 15 tenants

	Tenant Name	Suite	Flo...	End Date	Lease Term	Area	Base Rent Amount	UoM	Rent Steps	Free Rent	Recovery Method	TI » Am
				n/dd/yyy▢								
1	Rockport Group	8000	8	Dec-31-33	120M	60,000	60.00	$/SF/Year	3.00 % A...	3.0 Mon...	Default NNN	TI Paid
2	Blackstone 4500	4500	4	Dec-31-30	120M	25,000	62.50	$/SF/Year	3.00 % A...		Default NNN	
3	Blackstone 6000	6000	6	Dec-31-30	120M	50,000	62.50	$/SF/Year	3.00 % A...		Default NNN	
4	WeWork	5100	5	Dec-31-25	96M	25,000	65.00	$/SF/Year	3.00 % A...		Default NNN	
5	NYSE	2000	2	May-31-25	36M	12,500	67.00	$/SF/Year	3.00 % A...		Default NNN	
6	Fidelity Investm...	5000	5	Dec-31-30	120M	25,000	70.00	$/SF/Year	3.00 % A...		Default NNN	
7	American Express	5100	7	Jan-31-28	60M	12,500	50.25	$/SF/Year	3.00 % A...		Default NNN	
8	J.P. Morgan	6500	7	Dec-31-25	60M	12,500	71.25	$/SF/Year	3.00 % A...		Default NNN	
9	CNN	7250	7	Dec-31-27	60M	25,000	64.50	$/SF/Year	3.00 % A...		Default NNN	
10	General Motors	4100	4	Feb-29-24	120M	25,000	52.00	$/SF/Year	3.00 % A...		Default NNN	
11	Facebook	3000	3	May-31-24	120M	50,000	52.75	$/SF/Year	3.00 % A...		Default NNN	
12	Google	2000	2	Dec-31-27	60M	50,000	60.00	$/SF/Year	3.00 % A...		Default NNN	
13	Ste 1075 Vacant...	1075	1	Feb-28-29	60M	12,500	100.00	% of Ma...	3.00 % A...		Default NNN	
14	Ste 1050 Vacant...	1050	1	Apr-30-29	60M	12,500	100.00	% of Ma...	3.00 % A...		Default NNN	
15	Ste 1025 Vacant...	1025	1	Jun-30-29	60M	25,000	100.00	% of Ma...	3.00 % A...		Default NNN	

- Select **Default NNN** recovery method for Rockport Group and copy and paste to all tenants.

Expense Pools

Tenants pays their pro-rata share for CAM above a 2021 base stop amount of $3M plus a 15% administration fee and Net property taxes. Create an expense pool that includes the CAM expenses.

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

- Name: **CAM**

- All Expenses excluding Property Taxes

- Click **Save.**

Create Recovery Method – Base Stop

- **Click on the Methods tab and select Add Method.**

- Name Recovery Method **2021 BY**

- Select **CAM** as the Expense Pool.

- Select **Base Stop** as Recovery Structure.

- Enter **$3,000,000** as base stop amount.

- Enter a **15%** Admin Fee.

- Click **Add Expense/Pool** to model Net Property Taxes.

- Sort tenants by Lease Start date and apply the 2021 BY recovery method to all tenants starting in 2021. (Blackstone, Fidelity Investments, & JP Morgan).

Recovery Audit Report

> **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.*

Gross-Up Expenses for Reimbursement

In commercial leases (especially office leases), a gross-up provision stipulates if a building has significant vacancy, the landlord can estimate the variable operating expenses as if the building is fully or nearly fully occupied and charge the tenants.

Gross-up Calculation:

Expense Pool Amount = {Variable Expense Amount x % Variable x % Occupancy (OR Gross Up %)} + {Fixed Expense Amount x % Fixed}

CNN pays their pro-rata share of all operating expenses with a gross-up to 95% and a 5% cap.

- Click on the Recovery Method drop down menu for CNN and select **Add new.**

- Name: **Net GU 95% w/ 5% Cap**

- Gross Up: **95%**

- Expense Pool: **Default Group**

- Recovery Structure: **Net**

- YOY Max Growth: **5%**

Audit Report

TENANT AREA AUDIT   PROPERTY AREA AUDIT   OCCUPIED SF   OCCUPANCY RATE   RECOVERY AUDIT   LEASIN

Tenant	Lease	Term
CNN	Floor: 7, Suite: 7250	1st

		Jan-2024 Dec-2024	Jan-2025 Dec-2025	Jan-2026 Dec-2026	Jan-2027 Dec-2027
	Variable Amount - 0.00% (after Gross-up)	-	-	-	-
	Total	460,000	473,800	488,014	502,654
Janitorial	Fixed Amount - 100.00%	427,000	439,810	453,004	466,594
	Variable Amount - 0.00% (after Gross-up)	-	-	-	-
	Total	427,000	439,810	453,004	466,594
Gas	Fixed Amount - 50.00%	45,000	46,350	47,741	49,173
	Variable Amount - 50.00% (after Gross-up)	37,678	37,322	33,616	34,625
	Total	82,678	83,672	81,357	83,797

The Recovery Audit report displays the grossed-up amount calculated in the pool for variable expenses.

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.**

Click **Add New** to create a Market Rent Variable.

Add below Rollover Lease Assumptions:

- RLA Name: **Office RLA**
- Renewal Probability: **80%**
- Term: **5 Years**
- Downtime: **6 Months**
- Market Rent: **(Click Add New)**
    - New: 65 $SF/Year (Market Rent Growth)
    - 103% of Previous Rent

- Name: **$65 New/103% Previous**
- New Rate: **65**
- Renewal Rate: **103**
- Click on Renewal Rate drop down menu and select **% of Previous**

Toggle Free Rent to **Out of Term**.

- In Term Adjustments: **3% Annual Increase**
- Free Rent **(Out of Term)**
  - New: **3 Months**
  - Renew: **0 Months**
- Tenant Improvements
  - New: **30 $/SF** (Leasing Cost Growth)
  - Renew: **15 $/SF** (Leasing Cost Growth)
- Leasing Commissions
  - New: **6%**
  - Renew: **3%**
- Expense Recovery: **Default Base Year**
- Upon Expiration: **Office RLA**

Select **CTRL C** to copy the Office RLA and **CTRL V** to paste to all tenants.

Vacant Space

The "Use RLA" option links the assumptions in the rent roll with the assumptions entered in the RLA for that tenant. The advantage of using the Use RLA option is if the market assumptions change, that change will automatically be reflected in the rollover leasing assumption and the vacant space.

Copy and paste assumptions.

Update the following assumptions for the Vacant Spaces:

- Free Rent: **3 Months**
- Recovery Method: **Use RLA**
- TI: **Use RLA**
- LC: **Use RLA**

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.

All floors are 50,000 SF except:

- Floor 2: 62,500

- Floor 8: 60,000

Add 8 Floors at 50,000 SF.

Select Stacking Plan as of date to adjust the start date.

Cash Flow

Cash Flow

MAIN   PSF PERIOD 1   PSF ALL PERIODS   TENANT CASH FLOW

Show data	Layout	Sort Expenses	Show tenant level details	Show figures in '000s	Hide blank rows
Annual ⌄	Standard ⌄	As Entered ⌄	Yes	No	No

For the Years Ending	Year 1 Dec-2024	Year 2 Dec-2025	Year 3 Dec-2026	Year 4 Dec-2027	Year 5 Dec-2028	Year 6 Dec-2029	Year 7 Dec-2030	Year 8 Dec-2031	Year 9 Dec-2032	Year 10 Dec-2033	Year 11 Dec-2034
Income											
▸ Potential Rental Income	28,257,426	29,017,815	29,778,569	30,664,452	31,646,482	32,618,128	33,594,398	34,462,922	35,456,457	36,708,259	37,967,410
▸ Downtime Vacancy	(1,652,778)	(74,959)	(249,164)	-	(511,710)	(822,763)	(87,773)	(997,976)	-	(612,489)	(1,377,821)
▸ Free Rent	(1,522,917)	(508,475)	(149,499)	-	(307,026)	(493,658)	(52,664)	(598,786)	-	(367,493)	(826,692)
▸ **Base Rental Income**	25,081,731	28,434,381	29,379,906	30,664,452	30,827,746	31,301,707	33,453,961	32,866,160	35,456,457	35,728,277	35,762,897
▸ Free Recoveries	(71,864)	(75,730)	-	-	-	-	-	-	-	-	-
▸ **Total Recovery Income**	2,430,281	2,341,958	2,098,560	2,252,931	1,388,368	1,388,987	1,486,057	875,393	1,083,515	1,084,016	302,165
▸ Misc. Income	501,635	568,688	587,598	613,289	616,555	626,034	669,079	657,323	709,129	714,566	715,258
Total Potential Gross Income	27,941,783	31,269,297	32,066,064	33,530,672	32,832,669	33,316,728	35,609,097	34,398,876	37,249,101	37,526,859	36,780,320
Vacancy Loss	-	-	-	-	-	-	-	-	-	-	-
Collection Loss	-	-	-	-	-	-	-	-	-	-	-
Effective Gross Income	27,941,783	31,269,297	32,066,064	33,530,672	32,832,669	33,316,728	35,609,097	34,398,876	37,249,101	37,526,859	36,780,320

Expenses											
Property Taxes	575,000	592,250	610,018	628,318	647,168	666,583	686,580	707,177	728,393	750,245	772,752
Repairs & Maintenance	460,000	473,800	488,014	502,654	517,734	533,266	549,264	565,742	582,714	600,196	618,202
HVAC	225,000	231,750	238,703	245,864	253,239	260,837	268,662	276,722	285,023	293,574	302,381
Security	280,000	288,400	297,052	305,964	315,142	324,597	334,335	344,365	354,696	365,336	376,297
Janitorial	427,000	439,810	453,004	466,594	480,592	495,010	509,860	525,156	540,911	557,138	573,852
Landscaping	150,000	154,500	159,135	163,909	168,826	173,891	179,108	184,481	190,016	195,716	201,587
Insurance	375,000	386,250	397,838	409,773	422,066	434,728	447,770	461,203	475,039	489,290	503,969
Management Fee	838,253	938,079	961,982	1,005,920	984,980	999,502	1,068,273	1,031,966	1,117,473	1,125,806	1,103,410
▸ Utilities	718,107	761,260	782,163	808,618	825,689	847,288	882,509	897,765	937,410	957,200	976,354
Total Expenses	4,048,360	4,266,099	4,387,907	4,537,614	4,615,437	4,735,700	4,926,361	4,994,577	5,211,674	5,334,501	5,428,803
Net Operating Income	23,893,423	27,003,198	27,678,157	28,993,058	28,217,231	28,581,028	30,682,737	29,404,299	32,037,427	32,192,358	31,351,517
Leasing & Capital Costs											
▸ Leasing Costs	7,045,445	405,180	1,292,594	-	2,956,610	4,511,977	471,740	5,352,936	-	3,472,121	7,663,078
▸ Capital Expenses	-	-	75,000	-	-	-	-	-	-	-	-
Total Leasing & Capital Costs	7,045,445	405,180	1,367,594	-	2,956,610	4,511,977	471,740	5,352,936	-	3,472,121	7,663,078
Net Cash Flow	16,847,978	26,598,018	26,310,562	28,993,058	25,260,621	24,069,051	30,210,996	24,051,363	32,037,427	28,720,237	23,688,438

Valuation

Create a DCF Valuation with a Cap Rate of 6%, Discount Rate of 7% over a 10-year hold. Gross up the NOI for Residual Value Calc to 95%.

- Valuation Description: **DCF to 95% Occ**
- Valuation Method: **DCF**
- Cap Rate: **6%**
- Discount Rate: **7%**
- Hold Period: **10** years, capping year **11**
- Select **NOI Adj for Residual Value Calc** drop down menu and click **Add new.**

Adjust Occupancy to 95%.

Prospective Present Value Report

Valuation

Note: Adjustments have been made to NOI and/or Residual Value

SALE YIELD MATRIX   PROSPECTIVE PRESENT VALUE   CASH FLOW WITH VALUATION   HOLD PERIOD ANALYSIS

Valuation	Discount Rate Increment (BP)	# of Increments
DCF to 95% Occ: Analysi... ⌄	50	2

Residual Value Calculation

Residual Value Calculation		
Year to Cap	11	
What to Cap	NOI	31,351,517
NOI Adjustments	Yes	-504,813
Adjusted NOI		30,846,704
Exit Cap Rate	6.00%	514,111,729
Residual Value Adjustments	No	0
Adjusted Residual Value		514,111,729
Cost of Sales		0
Net Residual Value		514,111,729

Year	Annual CF	PV @ 6.00%	PV @ 6.50%	PV @ 7.00%	PV @ 7.50%
1	$16,847,978	$15,894,318	$15,819,697	$15,745,773	$15,672
2	$26,598,018	$23,672,141	$23,450,389	$23,231,739	$23,016
3	$26,310,562	$22,090,856	$21,781,175	$21,477,256	$21,178
4	$28,993,058	$22,965,218	$22,536,974	$22,118,665	$21,710
5	$25,260,621	$18,876,206	$18,437,243	$18,010,474	$17,595
6	$24,069,051	$16,967,731	$16,495,342	$16,038,225	$15,595
7	$30,210,996	$20,092,038	$19,440,964	$18,813,890	$18,209
8	$24,051,363	$15,090,122	$14,532,583	$13,998,112	$13,485
9	$32,037,427	$18,962,904	$18,176,538	$17,426,238	$16,710
10	$28,720,237	$16,037,230	$15,300,018	$14,599,912	$13,934,885 / $13,303,027
Total Cash Flows	$263,099,311	$190,648,764	$185,970,923	$181,460,284	$177,109,530	$172,911,713
Residual Value	$514,111,729	$287,077,304	$273,880,703	$261,348,333	$249,443,889	$238,133,205
DCF plus Residual Value	$777,211,039	$477,726,068	$459,851,626	$442,808,617	$426,553,419	$411,044,918
Rounded to Thousands	$777,211,000	$477,726,000	$459,852,000	$442,809,000	$426,553,000	$411,045,000
Value per Square Foot	$1,839.55	$1,130.71	$1,088.41	$1,048.07	$1,009.59	$972.89
Going-in Cap Rate	3.07%	5.00%	5.20%	5.40%	5.60%	5.81%
Percentage Value Distribution						
From Cash Flows	33.9%	39.9%	40.4%	41.0%	41.5%	42.1%
From Residual	66.2%	60.1%	59.6%	59.0%	58.5%	57.9%

Closing Costs

Create an unlimited number of closings costs for debt and equity to reflect fees paid during the closing of a real estate transaction. Closing costs can be modeled as a $ Amount, % of Purchase Price, % of Total Debt, or % of a specific loan.

- Acquisition Fee: **1% of Purchase Price**
    - o Allocate to: **Equity**
    - o Type: **Investment Analysis Start**
- Legal Fee: **$30,000**
    - o Allocate to: **Equity**
    - o Type: **Investment Analysis Start**

Investment Analysis

INVESTMENT CASH FLOW   RETURN SENSITIVITIES   SOURCES & USES

Show data
Annual

Show Levered?
No

Show figures in 000s?
No

	Investment Period				Purchase/Start				Sale/Exit			
	Start Date	Investment Period	Exit Date	Exit Costs (%)	Valuation	Cap Rate	Discount Rate	Amount	Valuation	Cap Rate	Discount Rate	Amount
Analysis Start		120M	12/2033	0.00	DCF to 95% Oc...	6.00	7.00	442,808,617	Residual Value...			514,111,7
					Override:				Override:			

For the Years Ending	Time 0 Jan-01-2024	Year 1 Dec-2024	Year 2 Dec-2025	Year 3 Dec-2026	Year 4 Dec-2027	Year 5 Dec-2028	Year 6 Dec-2029	Year 7 Dec-2030	Year 8 Dec-2031	Year 9 Dec-2032	Year 10 Dec-2033
Property Cashflows											
Net Operating Income		23,893,423	27,003,198	27,678,157	28,993,058	28,217,231	28,581,028	30,682,737	29,404,299	32,037,427	32,192,358
Total Leasing & Capital Costs		7,045,445	405,180	1,367,594	-	2,956,610	4,511,977	471,740	5,352,936	-	3,472,121
Net Cash Flow		16,847,978	26,598,018	26,310,562	28,993,058	25,260,621	24,069,051	30,210,996	24,051,363	32,037,427	28,720,237
Purchase/Sale											
Purchase/Sale	(442,808,617)	-	-	-	-	-	-	-	-	-	514,111,729
Exit Costs	-	-	-	-	-	-	-	-	-	-	-
Net Proceeds	(442,808,617)	-	-	-	-	-	-	-	-	-	514,111,729
Closing Costs											
Acquisition Fee	(4,428,086)	-	-	-	-	-	-	-	-	-	-
Legal Fees	(30,000)	-	-	-	-	-	-	-	-	-	-
Total Closing Costs	(4,458,086)	-	-	-	-	-	-	-	-	-	-
Cash Flow Available for Distribution	IRR/MOC										
Total Unlevered Cash Flow	6.87% / 1.74x	(447,266,704)	16,847,978	26,598,018	26,310,562	28,993,058	25,260,621	24,069,051	30,210,996	24,051,363	32,037,427	542,831,966
Unlevered Cash On Cash	-	3.77%	5.95%	5.88%	6.48%	5.65%	5.38%	6.75%	5.38%	7.16%	6.42%