



## OFFICE EER – SURVEY GUIDE AND GLOSSARY OF TERMS

### **Step 1: Contact Information**

#### Create an Account or Login

Name \_\_\_\_\_ Company \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_ Suite \_\_\_\_\_  
City \_\_\_\_\_  
State/Province \_\_\_\_\_ Zip/Code \_\_\_\_\_  
BOMA Member? Yes  No  Email \_\_\_\_\_

### **Step 2: Building Information I**

#### Building Area Information

\*1. Building Area Measurement (Please indicate the measuring unit of your reporting data.)

Sq. Feet  Sq. Meters

\*2. Floor Measurement Method:  BOMA Rentable 2010—Method A  BOMA Rentable 2010—Method B  BOMA Rentable (1996)  BOMA Rentable (1989)  GSA  New York (REB 68)  BOMA Usable  Not Sure / Don't Know  Other \_\_\_\_\_

Indicate the method of floor measurement used to determine the building's square footage. BOMA released a new standard for measuring office floor area in 2010: Office Buildings: Standard Methods of Measurement (ANSI/BOMA Z65.1- 2010). The 2010 standard offers two methods, A & B, for measuring floor area. Method A, known as the legacy method, is the same as BOMA 1996. Method B uses a single load factor for the entire building. With either Method A or B, the calculation of the total building rentable area is identical. BOMA makes no recommendation regarding which method is used; the selection of the method used to measure floor area is at the discretion of the owner. Most leases stipulate the method of measuring floor area that has been used. Note that leases referencing BOMA floor measurement standards should include the year and, if the 2010 standard is referenced, should also include the method used. For more information on BOMA's floor measurement standards, please visit [www.boma.org](http://www.boma.org) and click on "BOMA Standards."

\*3. Office Rentable Area \_\_\_\_\_ SF/SM

Includes occupant space occupied by the owner, manager, and/or single occupants. It also includes space such as computer rooms, copy/mail rooms, and lunchroom which serve office tenant operations. Includes area used by owner.

4. Retail Rentable Area \_\_\_\_\_ SF/SM



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Includes occupant space for cafeteria, fitness center, and child-care facility if operated as standalone entities and are not subsidized as amenities. A bank lobby space is treated as retail. Retail Rentable area that is an ancillary use in an office building is generally measured using the BOMA Office Standard. BOMA publishes “Retail Buildings: Standard Method of Measurement (ANSI/BOMA Z65.5-2010) for use when retail space constitutes more than ancillary uses. **Please note that the EER encompasses only buildings with 70% or greater office occupancy.**

5. Other Rentable Area \_\_\_\_\_ SF/SM

Includes square footage for other non-office, non-retail space, tenant storage; excludes parking area. Includes space for amenities such as cafeteria, fitness center, child care center, conference center etc. that are amenities provided by the building owner. For public sector buildings, treat court room/courthouse waiting room, cells/detention room in a police station, and the process space a post office as other space. **Please note that the EER encompasses only buildings with 70% or greater office occupancy.**

\*6. Total Rentable Area \_\_\_\_\_ SF/SM

7. Total Gross Building Area \_\_\_\_\_ SF/SM

This is computed by measuring the outside finished surface of permanent outer building walls without any deductions. All enclosed floors of the building including basements, mechanical equipment floors, penthouses, and the like are included in the measurement (From ANSI Z65.1-1996.) For the purpose of this publication, please exclude all parking spaces and parking garages from this calculation. **The Gross Building Area must be greater than or equal to the Total Rentable Area (Step 2, #6).**

8. Total Usable Area \_\_\_\_\_ SF/SM Parking Information

BOMA’s 2010 Floor Measurement Standard (ANSI/BOMA Z65.1-2010) defines usable area as occupant area plus building amenity areas. Occupants include tenants as well as owner-occupants, an important distinction for facility manager and some single-tenant buildings. Building amenity areas include only those amenities that are convertible to Occupant Area and are not required by code or for the operation of the building. Shared conference rooms, exercise areas/fitness centers, child care centers, and vending areas are classified as Building Amenity Areas. The BOMA 1996 Office Floor Measurement Standard defined usable area as office area plus store area plus building common area. Usable area does not include Building Service Areas, such as building lobby and corridors; fire control center and equipment; restrooms and janitors’ closets; mechanical, electrical and communications rooms and closets; truck loading, receiving and trash; or building management and maintenance.

9. Total Number of Parking Stalls \_\_\_\_\_ Stalls

10. Parking Area \_\_\_\_\_ SF/SM



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\*11. Number of Free-Standing Buildings \_\_\_\_\_ (max of 10)

12. Year Property Opened \_\_\_\_\_

13. Year of Last Renovation \_\_\_\_\_

14. Number of Floors Above Ground \_\_\_\_\_ (max of 120)

Location Information

\*15. Location:  Downtown Area  Suburban Area

16. Location Type:  Urban Area  Campus-Like Setting  Neither

17. Proximity to Public Transit (City Blocks) \_\_\_\_\_

18. Property Class:  Class A  Class B  Class C

**Class A:** Most prestigious buildings competing for premiere office users with rents above market average for the area. These buildings have high quality standard finishes, state of the art building systems and amenities, exceptional accessibility, and a definite market presence.

**Class B:** Buildings competing for a wide range of users with rents in the average range for the market. Buildings' finishes are good to fair for the area, and systems are adequate but the building does not compete with Class A at the same price.

**Class C:** Buildings competing for tenants requiring functional space at rents below average for the market.

\*19. Property Type:  General Multi-Tenant  75% Medical  75% Financial  75% Government

Occupied  75% Industrial  Corporate Facility  Single Purpose (please specify): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**General:** Multi-tenant building. Includes buildings with owner-occupied space if there are other tenants in the building.

**Medical:** Building with at least 75% of its space dedicated or intended for doctors and/or medical related offices. Includes owner-occupied and single tenant buildings if the owner/tenant is medical related.

**Financial:** Building with at least 75% of its space dedicated or intended for financial offices (banking, insurance, investment firm).

**Government:** Building that is at least 75% occupied by local/municipal, state, or federal government agencies. May be owned and/or operated by either public or private sector entities.

**Corporate Facility:** Owner occupied facility (owner must occupy at least 75% of the square footage). These participants are also encouraged to complete the attached corporate facility supplemental questionnaire.



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**Single-Purpose:** Single tenant in a non-owner-occupied building (sale leaseback type of situation or leasing entire building).

\*20. Lease Type:  Triple Net  Modified Gross  Full Service  Other (please specify): \_\_\_\_\_

**Triple Net:** Tenants pay base rent and their pro-rata share of operating expenses, taxes, and insurance.

**Modified Gross:** Tenant Expenses are reconciled using a combination of gross and pro-rata methods. These types of leases are also referred to as Double Net or Single Net leases.

**Full Service:** Also called a gross lease, this type of lease requires tenants to only pay base rent, not operating expenses.

**Other:** Any other leases that use a different combination of gross and net reconciliation methods.

### Step 3: Building Information II ( \* = Required Field)

\*1. Ownership Type:  Institutional Investor  REIT  Corporate/Owner-Occupier  Government  Hospital  Nonprofit  Private Owner/Partnership/LLC  Developer  Do Not Know  Other

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**Institutional Investor:** Institutional Investors are organizations which pool large sums of money and invest those sums in companies. They include banks, insurance companies, retirement or pension funds, hedge funds and mutual funds. They act as highly specialized investors on behalf of others.

**REIT:** A Real Estate Investment Trust is a corporation that owns, and in most cases, operates income producing real estate. To avoid incurring a federal tax liability, REITs must pay out 90% of their taxable income in the form of dividends to investors. REITs can be publicly traded on major exchanges, public but not listed, or private.

**Corporate/Owner-Occupier:** A corporation that owns assets, often to house its operations, such as corporate headquarters. Corporations may also own multi-tenant assets.

**Government:** A local/municipal, state or federal government.

**Hospital:** A hospital or healthcare organization whose primary business is to provide healthcare services.

**Nonprofit:** Any non-hospital/healthcare entity that is classified as a 501c6 or 501c3 by the U.S. Internal Revenue Code.

**Private Owner/Partnership/LLC:** Entities that are organized as private partnerships or Limited Liability Corporations (LLC), according to the tax code.

2. Is this property operated by third party management? \_\_\_\_\_



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Please indicate the percentage of office rentable area occupied by the following types of tenants:

- 3. Government \_\_\_\_\_ %
- 4. Private Non-Profit \_\_\_\_\_ %
- 5. Medical \_\_\_\_\_ %
- 6. Tenants Operating 24/7 \_\_\_\_\_ %
- 7. Total hours of Operation \_\_\_\_\_
- 8. Total Number of Office Tenants \_\_\_\_\_
- 9. Total Number of Retail Tenants \_\_\_\_\_
- 10. Average Annual # of On-site Tenant Employees \_\_\_\_\_
- 11. Number of On-site Maintenance / Engineering FTEs \_\_\_\_\_
- 12. Size of Owner Office \_\_\_\_\_ SF/SM
- 13. Will the property income figures include rental charges for owner-occupied space \_\_\_\_\_?

Occupancy

- \*14. Average Office Occupancy Rate for the year (NOT vacancy rate) \_\_\_\_\_ %
- 15. End-of-Year Occupancy Rate (NOT vacancy rate) \_\_\_\_\_ %
- 16. Average Retail Occupancy Rate for the year (NOT vacancy rate) \_\_\_\_\_ %
- 17. End-of-Year Retail Occupancy Rate (NOT vacancy rate) \_\_\_\_\_ %
- 18. Average Other Occupancy Rate for the year (NOT vacancy rate) \_\_\_\_\_ %
- 19. End-of-Year Other Occupancy Rate (NOT vacancy rate) \_\_\_\_\_ %

Leasing Information

- 20. Rentable Area Leased for the year \_\_\_\_\_ SF/SM
- 21. Year-End Asking Rents \$ \_\_\_\_\_
- 22. Capitalization Threshold \$ \_\_\_\_\_

Please indicate the RETAIL square footage for which you provide the following services:



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23. Cleaning \_\_\_\_\_ SF/SM
24. Repairs / Maintenance \_\_\_\_\_ SF/SM
25. Utilities \_\_\_\_\_ SF/SM

**Energy and Sustainability Information**

26. Percentage property's electricity generated by itself \_\_\_\_\_ %
27. Is this property ENERGY STAR certified?  Yes  No
28. Does your building benchmark its energy performance using a tool such as EPA's Portfolio Manager?  
 Yes  No
29. If your building uses Portfolio Manager, what is your ENERGY STAR® score? [Answer must be a whole number 1 to 100.] \_\_\_\_\_
- \*30. Has this property earned BOMA's 360 designation?  Yes  No If so, in what year was the designation earned? \_\_\_\_\_
31. LEED Program Participation: \_\_\_\_\_ [New Construction, Existing Building, Core and Shell or None]

**New Construction:** LEED for New Construction and Major Renovations is designed to guide and distinguish high performance commercial and institutional projects.

**Existing Buildings:** LEED for existing Buildings: Operations & Maintenance provides a benchmark for building owners and operators to measure operations, improvements and maintenance.

**Core and Shell:** LEED for Core and Shell aids designers, builders, developers and new building owners in implementing sustainable design for new core and shell construction.

32. LEED Achievement:  Certified  Silver  Gold  Platinum

**Step 4: Income Information**

**1) Office Rent (Override Auto-Sum) \$ \_\_\_\_\_**

Office Rent includes rent payments under all lease agreements in this building (base rental); additional rent (pass-throughs and/or operating cost escalations), operating expense escalations, lease cancellations, and rent abatements.

1. Base Rent \$ \_\_\_\_\_

The total minimum rent payments under all lease agreements in this building.



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Additional Rent: Income received from the tenant per the lease agreement, generally come in two forms, Pass-throughs and/or Operating Cost Escalations.

2. Pass-Throughs \$ \_\_\_\_\_

These are normally costs that are 100% passed through to the tenant on a dollar for dollar basis equal to the landlord's expense. For example, the landlord pays \$1.00 per square foot for cleaning and they pass through \$1.00 per square foot in cleaning expenses to the tenant.

3. Escalations \$ \_\_\_\_\_

Operating expense escalations are calculated as the tenant's pro-rata share of total operating expenses above a predetermined base year amount or other negotiated amount.

4. Lease Cancellations \$ \_\_\_\_\_

Amount of money that a tenant pays for the privilege of canceling their lease, usually based on a calculation of future rental payments due.

5. Rent Abatements (-) \$ \_\_\_\_\_

Free rent. Depending on the landlord's accounting system, it is usually shown as a contra-asset account to minimum or base rent.

*Total Office Rent Income (Sum of 1-5) \$ \_\_\_\_\_*

**2) Total Retail Rent \$ \_\_\_\_\_**

Base rent, common area maintenance (CAM), and percentage rent from sales in retail space in the office building. Includes retail tenant payment for services not provided for or included in the lease.

**3) Total Other Rent \$ \_\_\_\_\_**

Other area rent received for other areas for items such as storage space, express mail service providers, sublease profit, etc.

**4) Telecom Income (Override Auto-Sum) \$ \_\_\_\_\_**

Total income derived from providing access to telecommunication providers.

1. Rooftop Income \$ \_\_\_\_\_

Total income derived from telecommunication providers for roof-top access to the building.

2. Wire/Riser Access Income \$ \_\_\_\_\_

Total income derived from telecommunication providers for wire access to the building.

*Total Telecom Income (Sum of 1-2) \$ \_\_\_\_\_*



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**5) Miscellaneous Income (Override Auto-Sum) \$ \_\_\_\_\_**

Other Income includes gross parking income; tenant service income (for such things as after-hours HVAC, sub-metered electricity, etc.); and miscellaneous income (vending machines, signage, late charges, health club, etc.).

1. Gross Parking Income \$ \_\_\_\_\_

Income received from parking facilities operations.

2. Tenant Service Income \$ \_\_\_\_\_

Derived from services rendered to/for the tenants outside the scope of the lease; includes such things as after-hours HVAC, sub-metered electricity, premiums for daytime cleaning, repair/maintenance, security, and admin fees.

3. Miscellaneous Income \$ \_\_\_\_\_

All non-rental income. Includes income from such things as vending machines, signage, late charges, interest, special events, health club, etc.

*Total Miscellaneous Income (Sum of 1-3) \$ \_\_\_\_\_*

**Total Rental Income (Sum of Office, Retail & Other Rent) \$ \_\_\_\_\_**

**Total Income (Sum of Telecom & Misc. Income) \$ \_\_\_\_\_**

**Step 5: Expense Information (Expenses in Whole Dollars)**

**1) Cleaning Expenses**

Cleaning expenses include all required items for both cleaning of offices, public areas, atriums, elevators, restrooms, and windows. Includes upkeep and ordinary expenses, as well as replacement of cleaning equipment and supplies. Does not include any expenses for machine rooms and other restricted access areas.

1. Payroll, Taxes, Fringes \$ \_\_\_\_\_

Payroll, taxes, and fringe benefits for directly employed cleaning personnel including salaried supervisors or project managers for interior and exterior cleaning services.

2. Routine Contracts \$ \_\_\_\_\_

Routine cleaning expenses contracted to outside firms.

3. Window Washing \$ \_\_\_\_\_

Cost of all contracted interior and exterior window-washing services.



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4. Other Specialized Contracts \$ \_\_\_\_\_

Includes all other cleaning services not covered by the routine contract service or window washing, such as drapery and carpet cleaning in tenant space and common areas, etc.

5. Supplies/Materials \$ \_\_\_\_\_

Includes ordinary cleaning supplies and materials, paper products, plus directly expensed upkeep or replacement of cleaning equipment, directly expensed tools/equipment and personnel uniforms, if not included in cleaning contract costs.

6. Trash Removal/Recycling \$ \_\_\_\_\_

Includes all trash removal and recycling expenses, including medical and hazmat waste removal, consulting or trash brokerage services, and lamp and ballast recycling expenses.

7. Miscellaneous/Other \$ \_\_\_\_\_

All other cleaning-related expenses not captured above.

*Total Cleaning Expenses (Sum of 1-7)* \$ \_\_\_\_\_

### **2) Repair / Maintenance Expenses**

Include all expenses for elevators, HVAC, electrical, structural/roof, plumbing, and other building maintenance (including common areas, parking lots and general upkeep). Total payroll from individual item categories should be included in Payroll. Contract services and designated supplies should be included in individual item categories.

1. Payroll, Taxes, Fringes \$ \_\_\_\_\_

Payroll, taxes, and fringe benefits for directly employed operating engineer and maintenance personnel, including salaried supervision, such as a Chief Engineer or Engineering Operations Manager.

2. Elevator \$ \_\_\_\_\_

Includes all elevator contract services, elevator contract administration fees, overtime services, repairs, inspection fees, testing, elevator certificates, directly expensed tools/equipment, and supplies/materials/miscellaneous expenses.

3. HVAC \$ \_\_\_\_\_

Includes all contract services for the building's HVAC systems, water treatment, and supplies/materials/miscellaneous expenses related to the building's heating and cooling systems.



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4. Electrical \$ \_\_\_\_\_

Includes all repairs and maintenance of the building's electrical systems, contract services, parts and equipment, and supplies/materials/miscellaneous expenses.

5. Structural/Roofing \$ \_\_\_\_\_

Includes contract services, fees and supplies/materials/miscellaneous expenses.

6. Plumbing \$ \_\_\_\_\_

Includes contract services, repairs, fees and supplies/materials/miscellaneous for domestic water and sewage services, including pumps and hot water heaters. Does not include piping for the mechanical system, sprinkler/standpipe system.

7. Fire/Life Safety \$ \_\_\_\_\_

Includes sprinkler system and fire alarm system contract services, supplies/materials/miscellaneous, maintenance contracts, separate monitoring contracts, and testing fees.

8. General Building Interior \$ \_\_\_\_\_

Includes directly expensed outlays for building interiors, such as pest control, interior signage, painting, music, carpet repairs, and other interior repairs.

9. General Building Exterior \$ \_\_\_\_\_

Includes directly expensed outlays for building exteriors, such as exterior window replacement, painting, power washing, caulking, pavers, curbing, etc.

10. Parking Lot \$ \_\_\_\_\_

Includes costs of all contracted (or in-house) services for parking lot repairs and maintenance, if the parking is free to all tenants.

11. Miscellaneous / Other \$ \_\_\_\_\_

All other repair/maintenance related costs/expenses not captured above.

*Total R/M Contracts (Sum of 1-11) \$ \_\_\_\_\_*

### **3) Utility Expenses**

All utilities expensed to the building. Includes any energy that is sub-metered, even if you are receiving income for it; show the total expense, not the net expense after tenant reimbursement.

1. Total Electricity \$ \_\_\_\_\_

Total HVAC-related electricity expenses and Total non-HVAC-related electricity expenses.



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2. Gas \$ \_\_\_\_\_

Total gross gas utility expense for the building.

3. Fuel Oil \$ \_\_\_\_\_ US Gal

Total gross fuel oil utility expense for the building.

4. Steam \$ \_\_\_\_\_ 1000lbs

Total gross purchased steam utility expense for the building. This is the cost of utilizing steam purchased from any outside source. Includes the purchase of hot water expenses here as well.

5. Chilled Water \$ \_\_\_\_\_ 1000 Tons

Total gross purchased chilled water utility expenses for the building.

6. Water / Sewer \$ \_\_\_\_\_

Total gross water/sewer expenses for the building.

*Total Utilities Expenses (Sum of 1-7) \$ \_\_\_\_\_*

**4) Roads / Grounds Expenses**

Any expense related to exterior maintenance (exclude Parking Lot R&M) other than the building structure, such as landscaping, snow removal, site signage, site lighting, etc.

1. Landscaping \$ \_\_\_\_\_

Includes expenses associated with salaried employees such as payroll taxes and benefits, landscaping service contract, landscaping consultants, seasonal flower programs, irrigation system repairs, directly expensed tools/equipment, and supplies/materials/miscellaneous.

2. Snow Removal \$ \_\_\_\_\_

Includes service contracts, directly expensed tools/equipment as well as supplies/materials/miscellaneous.

3. Miscellaneous/Other \$ \_\_\_\_\_

All other supplies/materials/miscellaneous expenses not captured above, as well as expenses associated with exterior lighting and signage.

*Total Roads/Grounds Expenses (Sum of 1-3) \$ \_\_\_\_\_*

**5) Security Expenses**



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Security expenses are those related to the security of buildings. Those include payroll, benefits and taxes for directly employed security personnel, as well as expenses for contract employees. Also includes security equipment/systems, supplies and maintenance expenses associated with them.

1. Payroll, Taxes, Fringes \$ \_\_\_\_\_

Payroll, taxes, and fringe benefits for directly employed security personnel.

2. Contracts \$ \_\_\_\_\_

Total of all security related contracts; include both uniform guard service and access control and monitoring contracts.

3. Equipment \$ \_\_\_\_\_

Includes all directly expensed security equipment/systems plus maintenance expenses associated with them and ordinary supplies necessary to operate a security program such as uniforms, batteries, control forms, access cards, security cameras, etc. Also includes Vehicle Lease; including cost of lease/vehicle, all associated maintenance for specific use by security personnel, and such items as a golf cart or security car.

4. Miscellaneous / Other \$ \_\_\_\_\_

All other security expenses not captured above.

*Total Security Expenses (Sum of 1-4) \$ \_\_\_\_\_*

### **6) Administrative Expenses**

Administrative expenses are those directly related to the administration of the building. This can also include professional fees pertaining to the operation of the building, such as labor disputes and contractor agreements. Does not include legal costs pertaining to leasing nor should it include costs of owners' income tax work, partnership reporting requirements, or other non-operating accounting work. Does not include general maintenance/operation costs.

1. Payroll, Taxes, Fringes \$ \_\_\_\_\_

Payroll, taxes, and fringe benefits for directly employed administrative personnel such as property manager, property administrator, and assistant property manager.

2. Management Fees \$ \_\_\_\_\_

For a building managed under a management contract.

3. Professional Fees \$ \_\_\_\_\_

Pertaining to the operation of the building, such as labor disputes and contractor agreements.



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Also includes accounting, data processing, and auditing costs to the extent necessary to satisfy tenant lease requirements and permanent lender requirements. Does not include legal costs pertaining to leasing nor should it include costs of owner's income tax work, partnership reporting requirements, or other non-operating accounting work.

4. General Office Expenses \$ \_\_\_\_\_

General expense of running and maintaining the property management office; supplies, telephones, temporary office help, postage, equipment rental; dues/subscriptions, and errors and omissions insurance. Includes "office rent" for the building manager's office calculated at fair market value.

5. Employee Expenses \$ \_\_\_\_\_

Includes travel and entertainment, training, and car allowances.

6. Miscellaneous/Other \$ \_\_\_\_\_

All other administrative expenses not captured above; e.g. Concierge services, merchant association, fitness center, electronic directory maintenance contracts, due, headhunter fees, etc.

*Total Administrative Expenses (Sum of 1-6)* \$ \_\_\_\_\_

### **7) Fixed Expenses**

Includes real estate taxes, personal property tax, other taxes, building insurance, and any related licenses, fees, and permits. Exclude any fixed expenses that are not operational-related, such as ground rent, which is treated as a financial expense.

1. Real Estate Taxes \$ \_\_\_\_\_

Total land and building real estate taxes.

2. Personal Property Tax \$ \_\_\_\_\_

Total Personal Property Taxes.

3. Other Tax \$ \_\_\_\_\_

Includes any kind of annual or periodic or excise tax including sale and use tax. Payroll taxes should be included with the appropriate Payroll categories; do not include ground rent.

4. Building Insurance \$ \_\_\_\_\_

All types of building insurance, including fire, boiler and other. Does not include errors and omissions (General Office Expense) insurance related to employee benefits or, in the case of corporate facilities, liability insurance that would normally be paid by tenants.



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5. License/Fees/Permits \$ \_\_\_\_\_  
Business license, fees, and permit expenses associated with the above taxes and insurance.

*Total Fixed Expenses (Sum of 1-5) \$ \_\_\_\_\_*

### **8) Directly-Expensed Leasing Expenses**

Expenditures directly related to the leasing of space within the building.

1. Payroll \$ \_\_\_\_\_  
Payroll, taxes, and fringe benefits for directly employed leasing personnel, if their time is not capitalized.
2. Commissions/Fees \$ \_\_\_\_\_  
Directly expensed (typically a lease of 1 year or less) leasing commissions and other fees paid to the leasing broker.
3. Advertising/Promotions \$ \_\_\_\_\_  
Costs for advertising and promoting building space.
4. Professional Fees \$ \_\_\_\_\_  
Legal and other fees incurred for leasing negotiations.
5. Tenant Improvements \$ \_\_\_\_\_  
Alteration expenditures made during the current year to retain current tenants or secure new tenants, but did not result in a signed lease. Include the value of standard items supplied from building inventory and deduct all tenant contributions toward the alteration cost.
6. Other Leasing Costs \$ \_\_\_\_\_  
All other leasing costs not captured above. Includes costs of preparing documents and cash advances for moving expenses.

*Total Leasing Expenses (Sum of 1-6) \$ \_\_\_\_\_*

### **9) Amortized Leasing Expenses**

Amortized leasing expenses are those not directly expensed. Depending on your accounting methods, report either directly expensed or the amortized value. Include all amortized leasing expenses on signed



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leases incurred during 2009 as well as any expenses incurred from previous leases that are scheduled to be amortized.

1. Commissions/Fees \$ \_\_\_\_\_  
Amortized (typically a lease of more than 1 year) leasing commissions and other fees paid to the leasing broker.

2. Tenant Improvements \$ \_\_\_\_\_  
Alteration expenditures made during the current year to retain current tenants or secure new tenants and resulted in a signed lease. Include the value of standard items supplied from building inventory and deduct all tenant contributions toward the alteration cost.

3. Other Leasing Costs \$ \_\_\_\_\_  
All other leasing costs not captured above. Includes costs of preparing documents and cash advances for moving expenses.

*Total Amortized Leasing (Sum of 1-3) \$ \_\_\_\_\_*

### **10) Parking Expenses**

Expenses directly connected with administration and operation of a fee-based parking facility(s). If the parking facility is operated directly by the building owner or manager, then expenses associated with cleaning, repairs/maintenance, utilities, and so forth should be recorded here. If the facility is operated on a net basis, then only the building owner's parking-related expenses should be reported. *If parking is "free" to all tenants, parking expenses should be reported under 49B and 47J.*

1. In-house \$ \_\_\_\_\_  
Includes all expenses including payroll, cleaning, repairs/maintenance, utilities, security, administrative, fixed and supplies/material/miscellaneous expenses.

2. Contract \$ \_\_\_\_\_  
Management fees associated with the operation of the facility by a separate contractor specializing in parking operations; also includes their reimbursable expenses.

3. Snow Removal \$ \_\_\_\_\_  
Separately contracted expenses associated with snow removal from parking areas if not provided in the above operations.

4. Shuttle \$ \_\_\_\_\_  
Expenses associated with moving tenants/worker to and from satellite parking.



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Total Parking Expenses (Sum of 1-4) \$ \_\_\_\_\_

**11) Total Telecom Expense \$ \_\_\_\_\_**

Total of all expenses incurred by the owner/manager associated with telecom income.

**Step 6: Confirmation**

Please review the data submitted for accuracy. Note that we may have flagged certain data for specific review. Once you have reviewed all your data, please print a copy of this confirmation page, for your records. Then, click “Submit” to assure that your submissions is complete. Once you click “submit,” your survey will be locked and you will not be permitted to make changes to your submission. If you determine that you need to make a change to your survey once it’s been submitted, please contact BOMA at [eer@boma.org](mailto:eer@boma.org).