



CAM Reconciliations

4 Part Series



PART 1

Deciphering Lease Language & Billing with Confidence

Date: Wednesday - January 27, 2021
 Time: 8:00 a.m. to 12:00 p.m.
 Workshop Fee: \$245 per person

PART 2

Lease Expense Reconciliations & Developing CAM Pools

TREC CE Approved for 6 CE hours Course #40018

Date: Wednesday, February 3, 2021
 Time: 9 a.m. to 4 p.m.
 Workshop Fee: \$365 per person

PART 3

Understanding CAPS in Lease Expense Reconciliations

TREC CE Approved for 3 hours Course #40017

Date: Tuesday, February 9, 2021
 Time: 8:30 a.m. to 11:30 a.m.
 Workshop Fee: \$245 per person

PART 4

Lease Expense Reconciliations Computer Lab Case Studies

TREC CE Approved for 3 hours Course #40016

Date: Wednesday, February 17, 2021
 Time: 8:30 a.m. to 12:30 p.m.
 Workshop Fee: \$245 per person



For one or All Workshops On Teams



Deciphering Lease Language & Billing with Confidence – Part 1 of 4 series

Join Julie Lynch with LYNOUS Talent Management to develop a deeper understanding of how it translates into tenant billing. The objective of this custom workshop is to provide you with the knowledge about the prebill and reconciliation billing cycle as well as how lease language impacts monthly manual billing. The workshop incorporates key initiatives and best practices that our entire Property Management team can effectively deliver on investor goals.

The target participant for this 4-hour workshop are Property Managers, Assistant Property Managers, Administrators, Accounting professionals and Property Administrators.

LEARNING OBJECTIVES

- ✦ Learn how lease provisions impact Landlord and Tenant decisions
- ✦ Learn commercial base rent structures
- ✦ Learn how to calculate pro rata share
- ✦ Learn usable versus rentable square feet
- ✦ Learn how to calculate lease gross ups
- ✦ Learn how to calculate lease caps

COMMERCIAL LEASE AGREEMENT

This Lease Agreement made the ____ day of _____, 20____, by and between _____ [name of lessor], of _____ [street address], State of _____, hereinafter referred to as "Lessor", and _____ [name of lessee], of _____ [street address], State of _____, hereinafter referred to as "Lessee", collectively referred to herein as the "Parties", agree as follows:

1. **DESCRIPTION OF LEASED PREMISES:** The Lessor agrees to lease to the Lessee the following described _____ square feet (SF) of _____ [type of space] located at _____ [street address], State of _____.

Additional Description: _____

Hereinafter known as the "Premises".

2. **USE OF LEASED PREMISES:** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for the following use and purpose: _____

Any change in use or purpose the Premises other than as described above shall be upon prior written consent of Lessor only.

3. **TERM OF LEASE:** The term of this Lease shall be for a period of ____ year(s) ____ month(s) commencing on the ____ day of _____, 20____ and expiring at Midnight on the ____ day of _____, 20____. ("Initial Term")

4. **BASE RENT:** The net monthly payment shall be _____ dollars (\$ _____), payable monthly with the first payment due upon the commencement of the Lease and each monthly installment payable thereafter on the ____ day of each month. Said net monthly payment is hereinafter referred to as the "Base Rent". Rent for any period during the term hereon, which is for less than 1 month shall be a pro-rata portion of the monthly rent.

Date: Wednesday - January 27, 2021

Time: 8:00 a.m. to 12:00 p.m.

Location: Microsoft Teams

Instructor: Julie Lynch

Workshop Fee: \$245 per person

Call for Team pricing.

Web Camera required.





Lease Expense Reconciliations & Developing CAM Pools – *Part 2 of 4 series* **LEARNING WORKSHOP**

TREC CE Approved for 6 hours Course #40018 Provider #9907

Course Description

This proven and effective workshop has been designed for individuals with limited experience in commercial real estate. Property management, accounting and financial analyst professionals have all benefited from this workshop. Through the use of actual lease clauses participants will develop an understanding of lease terminology, how it contributes to the asset value, the underlying drivers for managing the tenant/owner relationship and managing risks.

Workshop Content

- + Impact of reimbursable expenses to NOI and Value
- + Define each of the operating expenses
- + Define lease types: gross, full service, NNN and rent escalations
- + Define and learn how to calculate rentable vs. usable square plus pro rata share
- + Define fixed vs. variable expenses
- + Learn how to perform a lease gross up calculation
- + Discuss operating recovery methods with controllable vs. uncontrollable expenses
- + Learn how to calculate the property management fee

Format

Hands on, highly interactive six (6) hour learning workshop. Students will reference actual leases and work with practice cases to develop basic CAM expense pools and reconciliations. Each student must bring a calculator to work the exercise cases.

Learning Objectives

At the conclusion of this session, attendees will be able to accurately interpret the appropriate lease clauses required to prepare, calculate rental rate changes and basic lease expense reconciliations.

Instructor

Julie Brand Lynch, Managing Partner of LYNOUS Talent Management, uses proven methods for teaching adult learners. She has taught for some of the top real estate programs in the country to include: SMU, TCU, UNT, Clemson and Johns Hopkins Universities.

Time: 9 a.m. to 4 p.m.

Date: Wednesday, February 3, 2021

Instructor: Julie Lynch – LYNOUS Talent Management

Texas Real Estate Commission CE: #40018 6 hours partial credit can not be issued

TREC Provider: LYNOUS, LLC #9907

Fee: \$365 per person (call for Team pricing)

Location: Microsoft Teams

Web Camera required.






Understanding CAPS in Lease Expense Reconciliations – Part 3 of 4 LEARNING WORKSHOP

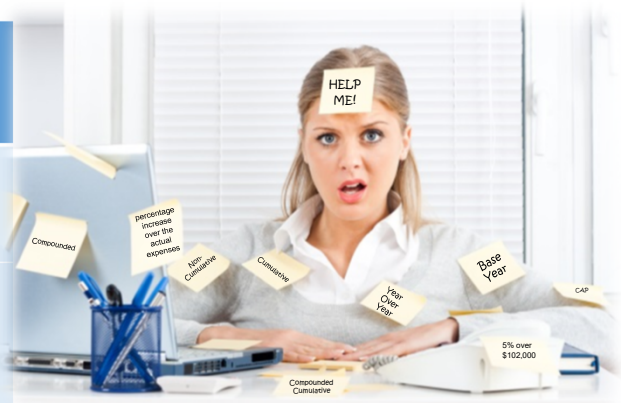
TREC CE Approved for 3 hours Course #40017 Provider #9907

Course Description

This course builds on the content from Part 1 “Lease Expense Reconciliations and Development CAM Pools” workshop. It is targeted to the real estate professional who has a solid understanding of commercial real estate acumen and lease clauses who needs help understanding lease expense caps.

Workshop Content

	Cumulative Increase	Compound Increase
Year Over Year	Year-Over-Base Cumulative	Year-Over-Base Compounded
Year Over Base	Year-Over-Year Cumulative	Year-Over-Year Compounded



Format

This condense and powerful workshop leverages many different lease clauses to teach and reinforce the concepts of the various lease cap variations used in commercial real estate leases. Through the use of case studies participants will be able to apply their new learning.

Learning Objectives

At the conclusion of this session, attendees will possess a comprehensive understanding of lease caps and leave with a referenceable workbook to use year after year when calculating expense caps.

Instructor

Julie Brand Lynch, Managing Partner of LYNOUS Talent Management, uses proven methods for teaching adult learners. She has taught for some of the top real estate programs in the country to include: SMU, TCU, UNT, Clemson and Johns Hopkins Universities.

Time: 8:30 a.m. to 11:30 a.m.

Date: Tuesday, February 9, 2021

Instructor: Julie Lynch LYNOUS Talent Management

Web Camera required.

TREC: 3 hours CE #400017

TREC Provider: LYNOUS, LLC #9907

Fee: \$245 per person (Call for Team Pricing)





Lease Expense Reconciliations

Computer Lab Case Studies – Part 4 of 4

LEARNING WORKSHOP

TREC CE Approved for 4 hours Course #40016 Provider #9907

Course Description

This course builds on the content from Part 1 “Lease Expense Reconciliations and Development CAM Pools” and “Understanding CAPS in Lease Expense Reconciliations” workshops. It is targeted to the real estate professional who has a solid understanding of commercial real estate acumen and lease clauses who needs help understanding how to build and develop expense pools in Excel.

Workshop Content

- + Usable vs. Rentable square feet
- + Learn how to calculate Pro Rata Share
- + Learn how to calculate Load Factor
- + Define Expense Stop vs. Base Stop and NNN
- + Define Gross Ups (Fixed, Semi-Variable and Variable)
- + Learn how to adjust expenses for Occupancy
- + Preparation of Escalation Billings
- + Bill back Capital Expenditures and Amortization
- + Learn how to model lease caps
- + Discuss billing and communicating with Tenants

Format

Participants will bring a laptop to the workshop with Microsoft Excel installed and ready to review several case studies with already built lease expense and CAM reconciliation worksheets. The workshop includes cases from office, industrial and retail properties.

Learning Objectives

At the conclusion of this session, attendees will possess a comprehensive understanding of how they may develop a lease expense and CAM reconciliation worksheet for their leases and will leave with referenceable excel files and a workbook to use year after year when developing lease expense pools.

Instructor

Julie Brand Lynch, Managing Partner of LYNOUS Talent Management, uses proven methods for teaching adult learners. She has taught for some of the top real estate programs in the country to include: UTD, SMU, TCU, UNT, Clemson and Johns Hopkins Universities.

Date: Wednesday, February 17, 2021

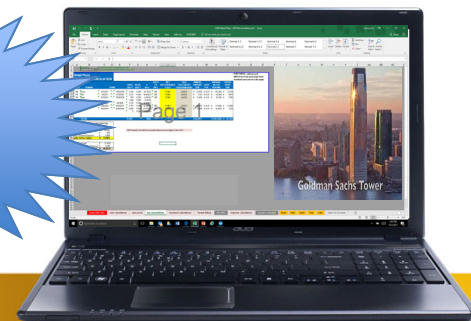
Time: 8:30 a.m. to 12:30 p.m.

Training Location: Microsoft Teams

Learning Investment: \$245 per person (Call for Team pricing)

Web Camera required.

**TREC CE
Approved for
4 hours
Course #40016
Provider #9907**





Registration Form
Seats are limited.

Name: _____

Company: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

\$ _____
 Part 1 - \$245
 Dec. Lease Lang.
 Date: 1.27.21

\$ _____
 Part 2 - \$365
 CAM Recs
 Date: 2.3.21

\$ _____
 Part 3 - \$245
 Understand CAPS
 Date: 2.9.21

\$ _____
 Part 4 - \$245
 CAM Case Studies
 Date: 2.17.21

\$ _____
 SERIES DISCOUNT
\$750 vs. \$1,100
 Parts 1 - 4

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Upon receipt of registration form and payment students will be emailed pre-workshop instructions and meeting link.

TREC CE Approved Provider #9907
 Only full credit for CE is issued. To receive credit you must attend the entire workshop on this date.
Cancellation policy: Participants may cancel up to 10 days in advance to receive 100% refund or credit towards the next workshop offering. If LYNOUS, LLC is forced to cancel the workshop, participants will receive 100% refund or a credit towards the next workshop offering whichever is preferred by participant. **Inclement weather cancellation notices:** www.LYNOUS.com

Please send registration form and payment to our corporate office located:
(Check payable to: LYNOUS, LLC)
LYNOUS Accounting 7600 Junegrass Lane, Frisco, TX 75035
Or
Julie@LYNOUS.com Call to register 214.387.9595 FAX: 214.975.1462

CREDIT CARD Information (VISA, MasterCard, American Express) \$15.00 Convenience Fee
Name on credit card: _____
Card # _____
Exp. Date _____ **Security Code** _____ **Amount \$** _____