

BOMA OAKLAND EAST BAY – CAMS 3.0 Worksheet

Abstracting Lease Language

1. List a few key items to abstract from a lease for the CAM reconciliation process?

Property Level Adjustments

2. For a 2019 reconciliation, fill in the adjustments table using the GL excerpts below and calculate the adjusted total:

January 2020 GL						
Account Code - Name	Invoice #	Invoice Date	Amount	Check Date	Remarks	
Vendor Code - Name						
5161 - 5161 Trash Removal						
raytra - RAYS TRASH SVC INC	6505284	12/13/2019	181.56	1/16/2020	TRASH/RECYCLE - 12/19	
Total 5161 - 5161 Trash Removal			181.56			
5217 - 5217 Snow Removal-Parking Lots/Sidewalks						
wilrid - WILD RIDGE LAWN & LANDSCAP	24015	12/30/2019	2,421.21	1/16/2020	SNOW REMOVAL 12/15-12/16	
wilrid - WILD RIDGE LAWN & LANDSCAP	24107	12/31/2019	2,215.60	1/16/2020	SNOW REMOVAL 12/16-12/17	
wilrid - WILD RIDGE LAWN & LANDSCAP	24344	1/27/2020	352.35	1/31/2020	SPOT SALE - WALKS/LOTS - 1/20	
wilrid - WILD RIDGE LAWN & LANDSCAP	24309	1/27/2020	297.83	1/31/2020	SPOT SALT - WALKS/LOTS - 1/17	
Total 5217 - 5217 Snow Removal-Parking Lots/Sidewalks			5,286.99			
5224 - 5224 Interior Plants						
trapla - Trans-Plants, Inc.	2.02E+08	1/10/2020	109.36	1/24/2020	INTERIOR LANDSCAPE- JANUARY	
Total 5224 - 5224 Interior Plants			109.36			

GL	2019 Year End Total	Year-End Adjustments	Adjusted Total	Notes
5161 Trash Removal	\$ 5,000.00			
5217 Snow Removal	\$ 32,000.00			
5224 Interior Plants	\$ 1,000.00			

3. What if these adjustments were not made for the 2019 CAM Reconciliations?

Tenant Level Adjustments

4. Calculate the following gross ups:



Your turn...

Using the variable expenses from the previous page and the same method for grossing up, what is the dollar increase in operating expenses using a **95% gross-up** for a building with an **average occupancy rate of 82%**?

Cleaning Supplies	7,000.00
Contract Service - Cleaning	18,000.00
Trash Removal	12,000.00
Management Fee	56,000.00
	\$ 93,000.00

$$\boxed{} \times \boxed{} / \boxed{} = \boxed{}$$

Original
Gross Up Adj

5. Complete the following recovery with a base year:



Your turn...

Tenant's Prorata Share	62.00%
2023 Estimates Billed	\$ 150,000.00
2019 Base Year	\$ 728,000.00

2023 Total OpEx	\$ 998,000.00
LESS: 2019 Base Year	-
Tenant's Prorata Share	X
Subtotal	
LESS: 2023 Estimates Billed	-
Amount Due/(Credit)	

Putting it all Together

6. Using the information below, complete the 2023 reconciliation for the Tenant.

Required information to perform the 2023 recovery

Average Occupancy:	75.89%
2022 Base Year OE:	\$720,000.00
2022 Base Year Taxes:	\$90,500.00
2022 Controllable Expenses:	\$518,000.00
2023 Estimates Billed OE:	\$999.00

STEP 1: Lease Abstract:

Unit:	100
Lease ID:	t0015448
Unit Square Footage:	6,179
Building Square Footage:	337,088
Lease Commencement:	4/1/2022
Lease Expiration:	9/30/2027
Prorata Share:	1.83%
Proration Method:	Monthly
Gross-Up:	95%
Admin Fee:	0%
Amortized Capital Imp:	N/A
Base Year:	2022

STEP 2: Property Adjustments:

...has been entered for you.

GL	GL Description	Year-End Total	Year-End Adjustments	Adjusted Total	NOTES
5405-0000	Electric	\$ 160,060.09	\$ (20,720.57)	\$ 139,339.52	Deduct tenant electric billbacks for excess electric

GL Description	Year-End Total	Year-End Adjustments	Adjusted Total
Repairs & Maintenance Expense	\$ 15,421.11		\$ 15,421.11
Maintenance Payroll	\$ 67,560.21		\$ 67,560.21
R&M - Electrical	\$ 4,008.53		\$ 4,008.53
R&M - Elevator	\$ 4,036.73		\$ 4,036.73
R&M - Exterminating	\$ 836.00		\$ 836.00
R&M - HVAC - Contract	\$ 7,719.00		\$ 7,719.00
R&M - Fitness Center	\$ 1,989.72		\$ 1,989.72
R&M - Misc Repairs - Maintenance	\$ 1,645.40		\$ 1,645.40
R&M - Doors Replace/Repair	\$ 523.32		\$ 523.32
R&M - Plumbing	\$ 5,868.98		\$ 5,868.98
R&M - Maintenance Uniforms	\$ 1,596.21		\$ 1,596.21
Landscape Expense	\$ 5,277.24		\$ 5,277.24
Snow Removal	\$ 4,244.80		\$ 4,244.80
Plant Maintenance - Exterior	\$ 1,895.23		\$ 1,895.23
Cleaning - Contract Service	\$ 91,378.85		\$ 91,378.85
Cleaning - Day Porter Contract	\$ 11,496.00		\$ 11,496.00
Cleaning - Carpets/Mats	\$ 2,919.93		\$ 2,919.93
Cleaning - Windows	\$ 8,279.00		\$ 8,279.00
Cleaning - Restroom Supplies	\$ 10,025.19		\$ 10,025.19
Cleaning - Trash Removal	\$ 3,513.57		\$ 3,513.57
Security & Safety Expense	\$ 32,260.43		\$ 32,260.43
Security & Safety - Equipment	\$ 1,260.01		\$ 1,260.01
Security - Contract	\$ 106,357.36		\$ 106,357.36
Fire Safety - Contract	\$ 2,385.00		\$ 2,385.00
Electric	\$ 160,060.09	\$ (20,720.57)	\$ 139,339.52
Gas	\$ 18,357.08		\$ 18,357.08
Water	\$ 18,989.22		\$ 18,989.22
Sewer	\$ 6,348.95		\$ 6,348.95
R&M - Sweeping	\$ 7,692.05		\$ 7,692.05
Management Fees	\$ 31,499.44		\$ 31,499.44
General & Administrative Expense	\$ 5,602.24		\$ 5,602.24
Administrative Payroll	\$ 63,999.26		\$ 63,999.26
Admin - Bank Charges	\$ 1,793.91		\$ 1,793.91
Admin - Office Supplies	\$ 406.23		\$ 406.23
Admin - Telephone	\$ 1,016.80		\$ 1,016.80
Insurance	\$ 11,178.60		\$ 11,178.60
Real Estate Tax	\$ 93,698.10		\$ 93,698.10
	\$ 813,139.79	\$ (20,720.57)	\$ 792,419.22

STEP 3: Tenant Level Adjustment

- Enter Tenant level adjustments into the “Pool Level Adjustment” column
- *Hint: Based on the abstracted information, what Tenant level adjustment is needed?*
 - *Variable Expenses: Cleaning Contract Service, Electric, Management Fee*

GL Description	Year-End Total	Year-End Adjustments	Adjusted Total	Pool Level Adjustments	Adjusted Total
Repairs & Maintenance Expense	\$ 15,421.11		\$ 15,421.11		
Maintenance Payroll	\$ 67,560.21		\$ 67,560.21		
R&M - Electrical	\$ 4,008.53		\$ 4,008.53		
R&M - Elevator	\$ 4,036.73		\$ 4,036.73		
R&M - Exterminating	\$ 836.00		\$ 836.00		
R&M - HVAC - Contract	\$ 7,719.00		\$ 7,719.00		
R&M - Fitness Center	\$ 1,989.72		\$ 1,989.72		
R&M - Misc Repairs - Maintenance	\$ 1,645.40		\$ 1,645.40		
R&M - Doors Replace/Repair	\$ 523.32		\$ 523.32		
R&M - Plumbing	\$ 5,868.98		\$ 5,868.98		
R&M - Maintenance Uniforms	\$ 1,596.21		\$ 1,596.21		
Landscape Expense	\$ 5,277.24		\$ 5,277.24		
Snow Removal	\$ 4,244.80		\$ 4,244.80		
Plant Maintenance - Exterior	\$ 1,895.23		\$ 1,895.23		
Cleaning - Contract Service	\$ 91,378.85		\$ 91,378.85		
Cleaning - Day Porter Contract	\$ 11,496.00		\$ 11,496.00		
Cleaning - Carpets/Mats	\$ 2,919.93		\$ 2,919.93		
Cleaning - Windows	\$ 8,279.00		\$ 8,279.00		
Cleaning - Restroom Supplies	\$ 10,025.19		\$ 10,025.19		
Cleaning - Trash Removal	\$ 3,513.57		\$ 3,513.57		
Security & Safety Expense	\$ 32,260.43		\$ 32,260.43		
Security & Safety - Equipment	\$ 1,260.01		\$ 1,260.01		
Security - Contract	\$ 106,357.36		\$ 106,357.36		
Fire Safety - Contract	\$ 2,385.00		\$ 2,385.00		
Electric	\$ 160,060.09	\$ (20,720.57)	\$ 139,339.52		
Gas	\$ 18,357.08		\$ 18,357.08		
Water	\$ 18,989.22		\$ 18,989.22		
Sewer	\$ 6,348.95		\$ 6,348.95		
R&M - Sweeping	\$ 7,692.05		\$ 7,692.05		
Management Fees	\$ 31,499.44		\$ 31,499.44		
General & Administrative Expense	\$ 5,602.24		\$ 5,602.24		
Administrative Payroll	\$ 63,999.26		\$ 63,999.26		
Admin - Bank Charges	\$ 1,793.91		\$ 1,793.91		
Admin - Office Supplies	\$ 406.23		\$ 406.23		
Admin - Telephone	\$ 1,016.80		\$ 1,016.80		
Insurance	\$ 11,178.60		\$ 11,178.60		
Real Estate Tax	\$ 93,698.10		\$ 93,698.10		
	\$ 813,139.79	\$ (20,720.57)	\$ 792,419.22		

- What is the adjusted total for this Tenant? _____

STEP 4: Putting It All Together →

2023 Total Recoverable	
2022 Base Year	
Tenant's Prorata Share	
2023 Estimates Billed	
Amount Due/Credit	