Welcome to today’s presentation

GSA Rent Billing

1:00 PM - 2:30 PM Central Time

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through the questions pane. They will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants within 2 weeks.
Client Enrichment Series

GSA Rent Billing

Hosted by: Matthew Madison, Director of Client Solutions, Greater Southwest Region

Presented by: Steve Varnum, Director, Revenue Operations Division Office of the Chief Financial Officer
The Federal Buildings Fund (FBF) was established in 1975 to finance the activities of the Public Buildings Service.

The Cycle

- Monthly rent bill comes in
- Monthly expenses go out
- Monthly rent bill comes in
- Monthly expenses go out

So....The FBF is a Revolving Fund? Right?
Federal Buildings Fund

• “Quasi” Revolving Fund
  – Needs Congressional Approval
  – Funded by Rental of Space payments
  – Direct Appropriation

• What does it look like?
POLL
Types of Space

- GSA charges Federal Agencies Rent
  - Owned Properties
  - Leased Properties
  - Land Ports of Entry
- GSA charges the Private Sector Rent = Outleasing
  - Deli, Dry Cleaner, Shopping
Basis for Rental Rates

- Outlined in the PBS Pricing Desk Guide
  - [http://www.gsa.gov/portal/content/103386](http://www.gsa.gov/portal/content/103386)
- Owned Properties (Federal Buildings)
  - Market Based Appraisal
  - Five year cycle
- Leased Properties
  - Direct Lease Pass-through (plus PBS Fee)
  - Based on negotiation between GSA and Private Lessor
- Land Ports of Entry
  - Return on Investment (ROI) Based Pricing
Occupancy Agreements

• Agreement between GSA and Customer
  – Outlines the terms of the occupancy
  – SQFT and Effective period
  – Financial impact

• Used as the Basis for Rent Billing
  – Active OA’s on the 15th create a Rent Bill
• Rent Bill runs on the 15th of every month
  – Active Occupancy Agreements
  – Intragovernmental Payment and Collections (IPAC) sent to Treasury
  – Bills Posted on Rent on the Web
    • https://www.pbs-billing.gsa.gov/ROW/
Rent on the Web

Since 2001, customers have been able to access their rent bills on the Internet through Rent on the Web (ROW). Not only does ROW allow us to drastically reduce the administrative efforts that is associated with paper billing, but it also delivers the message to our customers that serving them is a priority.

ROW gives customers real-time access to their rent information, which allows them to review their rent bills at the time that is most convenient to them. Obviously, web-based billing information reaches our customers more quickly than billing information that is sent by traditional mail. ROW also allows our customers to electronically download rent information for analysis.
### Rent on the Web (ROW)

#### Rent Bill Details
- **Bill For:** September 2018
- **Real Property ID:** WA1599
- **Occupancy Type:** LEASED
- **Location:** BLANCHARD PLaza
  
- **Address:** 2201 6th Ave
- **City, State:** Seattle, WA 98121
- **Bill No.:** 13288105
- **Region:** 10
- **OA #:** ANA01021

#### Rent Charge Breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge Basis</th>
<th>Annual Rate</th>
<th>Amount Due (Monthly)</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Shell Rental Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. General</td>
<td>15,764</td>
<td>$6.64</td>
<td>$102,978.00</td>
<td>$102,988.76</td>
</tr>
<tr>
<td>2. Amortized Tenant Improvement Used / General</td>
<td>15,764</td>
<td>$8.10</td>
<td>$78,776.83</td>
<td>$101,656.72</td>
</tr>
<tr>
<td>3. Operating Costs</td>
<td>15,764</td>
<td>$0.00</td>
<td>$9,294.79</td>
<td>$117,303.00</td>
</tr>
<tr>
<td>4. Real Estate Taxes</td>
<td>15,764</td>
<td>$1.12</td>
<td>$17,851.27</td>
<td>$22,017.40</td>
</tr>
<tr>
<td>5. Market Rent SubTotal</td>
<td></td>
<td>$21.00</td>
<td>$40,815.96</td>
<td>$50,383.52</td>
</tr>
<tr>
<td>6. Parking</td>
<td>21,440</td>
<td>$1.99</td>
<td>$41,600.00</td>
<td>$53,500.00</td>
</tr>
<tr>
<td>7. Agency Rent SubTotal</td>
<td></td>
<td></td>
<td></td>
<td>$43,068.91</td>
</tr>
<tr>
<td>8. Full Rate Joint Use Charges</td>
<td>4,870</td>
<td>$22.52</td>
<td>$8,400.00</td>
<td>$68,828.88</td>
</tr>
<tr>
<td>9. Joint Use SubTotal</td>
<td></td>
<td></td>
<td></td>
<td>$62,525.55</td>
</tr>
<tr>
<td>10. Total Monthly Rent (A+B+C)</td>
<td></td>
<td></td>
<td></td>
<td>$40,902.77</td>
</tr>
<tr>
<td>11. Billing Adjustments &amp; Corrections</td>
<td></td>
<td></td>
<td></td>
<td>$49,499.00</td>
</tr>
<tr>
<td>12. AMTI Rentable is 17,609 Assigned Usable Space PLUS 1,175 Common Space. R/U Factor is 1.06670.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Adjustments SubTotal</td>
<td></td>
<td></td>
<td></td>
<td>$23,401.77</td>
</tr>
<tr>
<td>14. Total Rent Bill (D+E) (Object Code 12.1)</td>
<td></td>
<td></td>
<td></td>
<td>$42,901.77</td>
</tr>
<tr>
<td>15. Total Antenna Bill (Object Code 25.4)</td>
<td></td>
<td></td>
<td></td>
<td>$178,184.01</td>
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<tr>
<td>16. Total Reimbursable Services Bill (Object Code 26.4)</td>
<td></td>
<td></td>
<td></td>
<td>$73,124.00</td>
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<tr>
<td>17. Total PHS Bill (F+G+H)</td>
<td></td>
<td></td>
<td></td>
<td>$40,103.77</td>
</tr>
</tbody>
</table>

**Note:** All annual rates are included in the Shell Rental Rate.
Rent on the Web

- Questions about your Rent Bill
  - Contact is present on the Rent Bill
  - ROW Newsletter – contains Regional Billing Contacts
- GSA Rent Estimate posted
  - Use for Agency Exhibit 54 – Space Budget Justification
Ongoing Initiatives

• Freeze the Footprint
  – CFO Act Agencies submitted plans to OMB
  – Increase in square footage must be offset by reduction
  – Growth in inventory is slowing
GSA Rent Summary

- “Quasi” revolving fund
- Market Based Appraisal
- Competitive Bid – Market Rates
- Return on Investment Pricing
- IPAC Collection
- Rent on the Web
- Freeze the Footprint
Questions?
Thank you for your time and interest!

The full schedule of FY2014 CES webinars will be distributed on October 1. To allow for improved advance scheduling the FY14 series will feature a new consistent date and time (third Thursday of each month at 2PM Eastern).

Our next webinar (first for FY2014) will be on October 17 entitled "Introduction to GSA's Total WorkPlace".