

## Client Enrichment Series – The Lease Prospectus Process Q&A



### Topic: The Lease Prospectus Process

Date of Presentation: October 20, 2016

Link to Series Information:

1. **Question:** Does the TI included in the net annual rent include general allowance or general plus custom?

*Answer: Net annual rent calculation include both the general TI and custom allowance*

2. **Question:** Who do you consider external stakeholders that you are working with to accelerate the submission process?

*Answer: OMB examiners, both Congressional committees, and agency representatives on the project team.*

3. **Question:** If the agency's UR standard is an administrative UR (rather than office only), would we still show an office UR in the housing plan?

*Answer: Yes, but regardless of how an agency captures the utilization rate (UR) the prospectus will still show both an office UR rate and all in UR. This is a standard data field that we discussed with the reviewers.*

4. **Question:** Are there any types of leases where you don't submit a UR?

*Answer: Typically no. However, non-standard projects like labs or law enforcement applications will necessitate more conversations with the reviewers from the UR. We still submit the UR but will have a lot of conversation around it if the procurement is not standard office space.*

5. **Question:** When the lease expires is it possible to have an extension?

*Answer: Most of the time, yes, if the interim language has been included in the prospectus as a footnote.*

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