

# Lease Guru Development Certificate Program

Inside the Commercial Lease Negotiation Process (a 32-Hour Course)

## Introduction

### Meet The Lease Guru

#### Build Knowledge and Enjoy the Ride

Starting from the Bottom - A Guide to Building a Brick House of Knowledge

### A Pep Talk: The 9 “Portable” Commercial Lease Negotiating Theories

## Beginner Stage

Now that you are here, it's time to start at the bottom and build your foundation of leasing knowledge. In the initial stage of your Leasing Intervention™, we will breakdown the commercial leasing process before moving on to our lessons on:

- Moving
- The Letter of Intent (“LOI”)
- Loss Factors
- Exit Strategies

### Commercial Leasing Breakdown

Let's Start with the Basics

- What is Commercial Leasing?
- Key Players and Components
- Once the target is found, it's time to draft the LOI.
- The Next Step: Drafting the Lease

### Lesson on Moving

A Tenant's Guide to Space Searches and Moving

Space Relocation Clauses

Removal and Restoration Obligations

The How & Why Brokers Can Make a Difference in all Phases of a Lease Negotiation

### Lesson on Letters of Intent

Negotiating and Preparing a Letter of Intent (“LOI”)

### Lesson on Loss Factors

Loss Factors in a Commercial Lease

## Lesson on Exit Strategies

Exit Strategies from a Commercial Lease

# Intermediate Stage

Welcome back my leasing brethren! You have passed the initial stage of your Leasing Intervention™, and are now well on your way to becoming a Lease Guru. Together we have begun to build your foundation of commercial leasing knowledge, by not only breaking down the lease negotiating process, but by providing you with the nuts and bolts on moving, letters of intent, loss factors and exit strategies. In this section, we are going to dive even further into the deep end of the commercial leasing pool, with lessons on:

- The Use Clause
- Multiple Factors Impacting Rent
- Utilities
- Security Deposits, Good Guy Guarantees, and Minimizing Short and Long Term Risks When Underwriting a Lease
- Tenant Retention and Lease Renewals
- Holdover Clauses
- Building Amenities
- Access to Premises
- As-Is Condition
- Fire and Casualty
- Signage and Scaffolding
- SNDA's and Estoppel Certificates
- Landlord Termination and Demolition Clauses
- Noise and Vibrations
- Legal Compliance Concerns
- Cannabis Issues in Commercial Leasing
- Additional Topics
- Familiarizing Yourself with Lease Negotiation Terminology

## Lesson on Use Clause

Use Clause Provision Tips

Use Clause within a Letter of Intent ("LOI")

Use Clause Restrictions within a Letter of Intent ("LOI")

Pro-Landlord Examples of Use Clause Prohibitions

Use Restrictions

## Lesson on Multiple Factors Impacting Rent

Financial Factors to Consider When Entering into a Commercial Lease

Free Rent Concessions in a Commercial Lease

Percentage Rent in a Commercial Lease

Defining Operating Expenses

Operating Expense Definitional Carve-Outs and Limitations

Heat, Air Conditioning and Electricity Clause Pointers

## **Lesson on Security Deposits, Good Guy Guarantees, and Minimizing Short and Long Term Risks When Underwriting a Lease**

Negotiating Security Deposits & Good Guy Guarantees (The Condensed Version)

Negotiating Security Deposits & Good Guy Guarantees in a Commercial Lease (a 7 Part Series)

Burndown ("Reduction") of a Cash Security Deposit or Letter of Credit ("LOC")

## **Lesson on Tenant Retention and Lease Renewals**

Tenant Retention and Lease Renewals

## **Lesson on Holdover Clauses**

Holdover Clauses in a Commercial Lease

## **Lesson on Office Building Amenities**

Leasing Concierge and Office Building Amenities

## **Lesson on Access to Premises**

Access to Premises

## **Lesson on As-Is Condition**

As-Is Condition

## **Lesson on Fire and Casualty**

Fire and Casualty Clause Lease Negotiating Tips

## **Lesson on Signage and Scaffolding**

Signage and Scaffolding Clause Negotiating Tips

## **Lesson on Subordination, Non-Disturbance, Attornment Agreements ("SNDA") and Estoppel Certificates**

Subordination Clauses and SNDA's

Estoppel Certificates

## **Lesson on Landlord Termination and Demolition**

Landlord Termination and Demolition Clauses

## **Lesson on Noise and Vibration**

Noise and Vibration Lease Negotiating Tips

## **Lesson on Legal Compliance**

Legal Compliance Issues

ADA Compliance

## **Lesson on Cannabis**

Cannabis Issues in Commercial Leasing

## **Talk the Talk: Familiarizing Yourself with Lease Negotiation Terminology**

## **Supplemental Reading Materials**

Leasing REality's Top 100+ Leasing Intervention™ Tips

## **Are you ready for your Leasing Intervention™? Take the test to become certified for the Lease Guru Development Certificate Program.**

Certificates will be generated for users who score 75% or above. User can retake the test an unlimited amount of times until user receives a passing grade.

*User has the option to complete an additional 16-Hour course after passing the Lease Guru Development Certificate Program (a 32-Hour Course). See Master Your Leasing Domain Certificate Program (a 48-Hour Course)\* on the next page.*

# Master Your Leasing Domain Certificate Program

A Deeper Look into the Commercial Lease Negotiation Process (a 48-Hour Course)\*

*\*The Master Your Leasing Domain Certificate Program is the Lease Guru Development Certificate Program plus an additional 16-Hour course.*

## Expert Stage

Hello friends - I hope your pursuit for real estate knowledge has proven fruitful thus far. You have advanced to the Expert Stage - congratulations! Now that you passed your first Leasing Intervention™ and have passed the Lease Guru Development Certificate Program, it is time to take your leasing “A” game to a higher ground in the negotiation process. In this stage, we will focus on the more complicated details and aspects of a commercial lease, with lessons on:

- Assignment and Subletting
- Landlord and Tenant Work
- Operating Expenses, Real Estate Tax Escalations and Percentage Rent Increases
- Lease Restructurings
- Anchor Tenants, Co-Tenancy, Continuous and Other Retail Business Operating Requirements
- Landlord and Tenant Audit Rights
- FASB Lease Accounting Changes
- Familiarizing Yourself with CRE Terminology
- Supplemental Reading Materials: Leasing REality's Top 100+ Leasing Intervention™ Tips

### Lesson on Assignment and Subletting

Assignment and Subletting in a Commercial Lease

### Lesson on Landlord and Tenant Work

Landlord and Tenant Work (a 16 Part Series)

### Lesson on Operating Expenses, Real Estate Tax Escalations and Percentage Rent Increases

Operating Expense Escalations, Real Estate Tax Escalations and Percentage Rent Increases in a Commercial Lease

### Lesson on Anchor Tenants

Anchor Tenant, Co-Tenancy, Continuous and Other Retail Business Operating Requirements

### Lesson on Lease Restructurings

Lease Restructurings, Modifications & Workouts

## **Lesson on Audit Rights**

Landlord and Tenant Audit Rights in a Commercial Lease

## **Financial Accounting Standards Board (“FASB”)**

FASB Lease Accounting Changes

## **Talk the Talk: Familiarizing Yourself with Commercial Real Estate Terminology**

## **Supplemental Reading Materials**

Leasing REality’s Top 100+ Leasing Intervention™ Tips

## **Are you ready for your second Leasing Intervention™? Take the test to become certified for the Master of Your Leasing Domain Certificate Program.**

Certificates will be generated for users who score 75% or above. User can retake the test an unlimited amount of times until user receives a passing grade.

*User will receive two certificates upon scoring a 75% or above on both the Lease Guru Development Certificate Program (a 32-Hour Course) and the Master Your Leasing Domain Certificate Program (a 48-Hour Course)\*.*

## **Format of Certificate Programs**

The Lease Guru Development Certificate Program (a 32-Hour Course) will have approximately 500 final exam questions and the Master Your Leasing Domain Certificate Program (a 48-Hour Course)\* will have approximately 250 final exam questions. The final exam questions are presented in True/False format. In addition to the final exam questions, each certificate program will have “Check Your Understanding” questions, which will appear within most lessons to reinforce concepts learned throughout each lesson. The “Check Your Understanding” questions will be presented in True/False format, and if a question is incorrect, an explanation will be given.