



## Greater Orlando IFMA Chapter CFM Roundtable

Welcome to the May 2008  
CFM Roundtable

presented by

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# Greater Orlando IFMA Chapter CFM Roundtable

Today's facilitators:

**Kathy Lesiuk**

Corporate Real Estate Consultant  
Strictly Commercial, Inc.

**David Dunn, CFM**

Facilities Project Manager  
City of Orlando



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## ***Competency Area: Real Estate***

**Competency 1. Manage and implement the real estate master planning process.**

### **Performances**

**Manage the development and implementation of a real estate master plan for the organization.**

**Maintain the real estate master plan.**

**Evaluate and recommend action on development decisions.**



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## ***Competency Area: Real Estate***

### **Competency 2. Manage real estate assets.**

#### **Performances**

**Manage the acquisition and disposition of company leased and owned property.**

**Evaluate and recommend action on development decisions.**

**Direct highest and best use studies.**

**Evaluate the effects of economic change on real estate assets.**



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## ***Competency Area: Real Estate***

**Competency 2 continued. Manage real estate assets.**

### **Performances**

**Evaluate the effects of proposed real estate changes on different business units.**

**Manage the real estate lease portfolio.**

**Inventory, track and report real estate assets.**

**Maintain real estate documents.**

**Manage development support services for other functions.**



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**We will begin by going through the handout that has been provided to you today.**

**This handout actually comes from the new CFM Study Guide.**

## **Chapter 4: Real Estate**

**Let's go through this together and I'll highlight some of the points that you need to pay particular attention to.**



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**Now let's look at some practice questions without the benefit of the handout.**

**See if you can answer the questions that Dave is handing out to you on your own.**

**Then we'll go through them one by one.**



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**Okay, let's see  
how you did?**



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## Study questions ?

### 1. What Internal Factors Affect Real Estate Decisions?

(Pick three)

- A. CEO of firm
- B. Financial Analysis
- C. Government Factors
- D. Business Cycles
- E. Stock Market
- F. Local Gas Prices
- G. Environmental Regulations
- H. Financial Market
- I. Corporate Image



# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

1. What Internal Factors Affect Real Estate Decisions?  
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- H. Financial Market
- I. Corporate Image**



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## Study questions ?

2. What External Factors Affect Real Estate Decisions?  
(Pick four)

- A. Government Controls
- B. Financial Analysis
- C. Government Factors
- D. Business Cycles
- E. Real Estate Market Condition
- F. Local Gas Prices
- G. Environmental Regulations
- H. Financial Market
- I. Corporate Image



# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

2. What External Factors Affect Real Estate Decisions?  
(Pick four)

- A. **Government Controls**
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- C. Government Factors
- D. Business Cycles
- E. **Real Estate Market Condition**
- F. Local Gas Prices
- G. **Environmental Regulations**
- H. **Financial Market**
- I. Corporate Image



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## Study questions ?

**3. Identify four components of the Real estate Master Plan.**

- A. Executive Summary**
- B. Methodology & Contributions**
- C. Statements of Core Standards of the Company**
- D. Functionality, Design & Space Usage**
- E. Life Safety & Regulatory Compliance**
- F. Objectives & Time Line**
- G. Potential Surprises**
- H. Real Estate Profitability**
- I. Seaside access**
- J. Average Weather Conditions**
- K. A, B, E & F**



# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

**3. Identify four components of the Real estate Master Plan.**

- A. Executive Summary**
- B. Methodology & Contributions**
- C. Statements of Core Standards of the Company**
- D. Functionality, Design & Space Usage**
- E. Life Safety & Regulatory Compliance**
- F. Objectives & Time Line**
- G. Potential Surprises**
- H. Real Estate Profitability**
- I. Seaside access (External Factor)**
- J. Average Weather Conditions (External Factor)**
- K. A, B, E & F**



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## Study questions ?

**4. Select four types of Fixed Expenses.**

**(Pick four)**

- A. Taxes**
- B. Property Insurance**
- C. Average Maintenance Cost**
- D. FEMA Regional Regulations**
- E. Premiums**
- F. Utility Demand Charges**
- G. Chilled Water Availability**



# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

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(Pick four)

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**B. Property Insurance**

**C. Average Maintenance Cost**

**D. FEMA Regional Regulations**

**E. Premiums**

**F. Utility Demand Charges**

**G. Chilled Water Availability**



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## Study questions ?

**5. Select three types of variable expenses.**

**(Pick three)**

- A. Local Sales tax**
- B. Roads & grounds**
- C. Security**
- D. Type of County Govt.**
- E. Administration**
- F. Cleaning**
- G. Repairs & maintenance**
- H. Utilities**



# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

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## Study questions ?

**6. Which of the following describes a Triple Net Lease?**

- A. Tenants are responsible for their proportion of the leased space, plus their apportioned share of all operating costs, except insurance & taxes.**
- B. Tenants are responsible for their proportion of the leased space, plus their apportioned share of all operating costs specified in a triple-net lease, except for the insurance.**
- C. The tenant does not bear any of the direct responsibility for operating costs and pays a single rental payment.**
- D. None of the above.**



# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

**6. Which of the following describes a Triple Net Lease?**

- A. Tenants are responsible for their proportion of the leased space, plus their apportioned share of all operating costs, except insurance & taxes.**
- B. Tenants are responsible for their proportion of the leased space, plus their apportioned share of all operating costs specified in a triple-net lease, except for the insurance.**
- C. The tenant does not bear any of the direct responsibility for operating costs and pays a single rental payment.**
- D. None of the above.**



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## Study questions ?

**7. Select two Lease Clauses that benefit the Landlord.**

- A. Rate adjustments**
- B. Expense pass-throughs**
- C. Lower gasoline cost**
- D. Reduced property taxes**
- E. Expense caps**



# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

7. Select two Lease Clauses that benefit the Landlord.

- A. Rate adjustments
- B. Expense pass-throughs
- C. Lower gasoline cost
- D. Reduced property taxes
- E. Expense caps



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## Study questions ?

**8. Select three Lease Clauses that benefit the tenant.**

- A. Reduced property taxes**
- B. Audit rights**
- C. Subleasing rights**
- D. Workman's Comp rights**
- E. Option rights**
- F. Cancellation rights**
- G. Concessions**



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## Study questions ?

**8. Select three Lease Clauses that benefit the tenant.**

- A. Reduced property taxes**
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## Study questions ?

### 9. Which definition defines Building Gross Area?

- A. Area measures all floor areas on all levels of a building.**
- B. Area of a floor by measuring to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor.**
- C. Area measures the portion of a building or floor that is available for occupants.**
- D. Area measures the portion of a floor or building that can be used to house personnel, furniture and equipment.**



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## Study questions ?

### 10. Which definition defines Rentable Area?

- A. Area measures all floor areas on all levels of a building.**
- B. Area of a floor by measuring to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor.**
- C. Area measures the portion of a building or floor that is available for occupants.**
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# Greater Orlando IFMA Chapter CFM Roundtable

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## Study questions ?

**11. Which definition defines Usable Area?**

- A. Area measures all floor areas on all levels of a building.**
- B. Area of a floor by measuring to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor.**
- C. Area measures the portion of a building or floor that is available for occupants.**
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# Greater Orlando IFMA Chapter CFM Roundtable

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## Study questions ?

### 12. Which definition defines Assignable Area?

- A. Area measures all floor areas on all levels of a building.**
- B. Area of a floor by measuring to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor.**
- C. Area measures the portion of a building or floor that is available for occupants.**
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# Greater Orlando IFMA Chapter CFM Roundtable

## Study questions ?

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David Dunn, CFM

## My experience with the CFM exam September 2007

- On-line Assessment \$39.95
  - Identifies your actual strong & weak areas.
- CFM Study Guide \$88.00 (Now \$199.00)
  - Best examples of what type of questions you'll see on the test and a review of the questions and answers the night before testing will get you in the right mindset for the test itself.



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Thank you for participating in the May 2008  
CFM roundtable

Our next roundtable will be June 3<sup>rd</sup>.

- Please give us some feedback on what you are looking for in the CFM Roundtable area.



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# Greater Orlando IFMA Chapter CFM Roundtable

## CFM Roundtable Feedback Form

1. Do you have a particular Competency you would like covered?

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2. Is there another format you would like considered?

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3. Can you suggest a tour activity that you would find helpful?

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4. Anything else you would like to offer?

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