

BASIC LEGAL CONCEPTS

Real Estate: Land and all things “permanently” attached thereto.

Real Property: Ownership Rights associated with Real Estate.

Personal Property: Movable things and Intangibles.

Fixtures: Are Personal Property until they are Attached to a Building, then they become a part of the Real Property.

Statute of Frauds: Requires that almost every agreement relating to Real Property be in Writing in order to be Enforceable in a court of law (from England 1677).

Property Rights and Estates in Real Estate: Ownership, Possessory and Use rights. The most complete form of ownership is a Fee Simple Absolute (or “Fee Simple” or “Fee”). A Life Estate lasts only for the life of the named person. A Future Estate can be a Remainder interest or a Reversion interest.

Easement: A Non-ownership, Non-possessory right to Use or access Land owned or leased by someone else. They are very limited in nature.

Leasehold Estate / Lease: Real Property can be Leased by the Landlord / Lessor to the Tenant / Lessee for a particular purpose for a particular period of time. Leases over One Year must be in Writing to be Enforceable under the Statute of Frauds.

Title: Determines Ownership of the Real Property and is evidenced by a Deed.

Deed: A Document that grants or transfers Title to Real Property from a Grantor to a Grantee. The strongest is a General Warranty Deed, the weakest is a Quitclaim Deed. Certain Deed Restrictions are not enforceable under non-discrimination laws.

Security Interests: A Borrower signs a Mortgage (or Deed of Trust) as the Mortgagor (or Trustor) in favor of a Lender who is the Mortgagee (or Beneficiary) pledging Real Estate owned by the Borrower to secure the repayment of a Loan.

Recording Act: All states have statutory rules to resolve the Priority of Claims relating to Real Property and to give the public Constructive Notice of recorded items.

Abstract of Title: Historical summary of the Publicly Recorded Documents that affect Title to Real Property.

Title Insurance: Method of assuring Title to Real Property used in California and all other states. Two kinds: Owner’s Policy and Lender’s Policy (can be CLTA or ALTA).

Mechanic’s Lien: May be Recorded by Unpaid Contractors, workers and materials providers to secure payment for their work on Real Estate and, in California, may be Recorded up to 90 days after the work is completed or the materials are supplied.

NOTES AND MORTGAGES

Promissory Note: Documents a **Loan** between a **Borrower** and a **Lender**. Must include the **Parties**, **Loan Amount**, **Interest Rate** and **Maturity Date**. Usually includes clauses relating to **Amortization**, **Assumability** or “**Due on Sale**”, **Recourse** or **Non-Recourse**, **Prepayment** or **Lockout**, **Assignment**, **Default** and **Acceleration**.

Mortgage: A two-party **Security Interest** in **Real Property** to secure the repayment of a **Real Estate Loan** that is given by a **Borrower / Mortgagor** to a **Lender / Mortgagee**.

Deed of Trust: A three-party **Security Interest** in **Real Property** that is given by a **Borrower / Trustor** to an independent **Trustee** to secure the repayment of a **Real Estate Loan** for the benefit of a **Lender / Beneficiary**. Used in California and most other states where it is available, because it is preferred over a two-party **Mortgage**.

Senior vs. Junior Mortgage: Determined by state statutes that determine the **Priority** of **Recording**, unless the prior recorded mortgage contains a **Subordination Clause**.

Construction Loan: A **Loan** for the **Construction** of a **Building** or **Improvements**. **Loan** draws are made against a **Maximum Loan Amount**, are secured by a **Mortgage** or **Deed of Trust** against the **Real Property**, usually with **Recourse** to the developer.

Purchase Money Loan: A **Loan** made for a **Borrower** to purchase **Real Estate**.

Default: Failure to perform any of the terms or conditions of the **Loan** or **Mortgage**. The most common **Mortgage Default** is the failure to pay **Interest** and **Principal** when due. **Default** can lead to **Acceleration** of the **Loan** and **Foreclosure** of the **Property**.

Foreclosure: With a **Deed of Trust**, can be **Judicial** (in court) or **Non-Judicial** (out of court) and involves a **Lender** ultimately taking **Title** to **Real Property** or forcing a **Sale** of the **Property** to satisfy the unpaid **Mortgage** balance. All **Junior Mortgages** are extinguished when a **Senior Mortgage Lender** forecloses on a **Property**, but the **Debt** secured by those **Junior Mortgages** is generally unaffected by the foreclosure.

Deficiency Judgment: Any **Loan Balance** remaining after a **Judicial Foreclosure Sale** can become a **Personal Judgment** against the **Borrower** if the loan is **Recourse**. California law generally protects homeowners from a **Deficiency Judgment**.

Workouts and Extension Agreements: Are usually preferred by **Lenders** over **Foreclosure**, and involve **Negotiations** with the **Borrower** to extend the **Maturity Date**, to increase the **Amortization Period**, or to temporarily reduce the **Mortgage Payments**, rather than permanently lowering the **Interest Rate** or reducing the **Loan Balance**.

Short Sale: When a **Lender** allows the **Sale** of a **Property** for less than the outstanding **Loan Balance**, typically without requiring the **Borrower** to pay the shortfall.

Bankruptcy: **Chapter 7** (liquidation) and **Chapter 11** (reorganization of a business).

TIME VALUE OF MONEY

Compound Interest: $(1+i)^n$ where “i” is the periodic **Interest Rate** and “n” is the number of periods that are **Compounded**.

Compounding: Approach to taking a **Present Value** to a **Future Value**:

$$\text{Future Value (FV)} = \text{Present Value} \times (1+i)^n$$

Discounting: Approach to taking a **Future Value** back to **Present Value**:

$$\text{Present Value (PV)} = \text{Future Value} \div (1+i)^n$$

Annuities (PMT): Investments with constant future **Periodic Payments**.

Interest Rate (i), Effective Yield, Internal Rate of Return (IRR): Various measures of the **Return on Capital** or the **Cost of Capital**.

Net Present Value (NPV): The **Present Value** of all **Projected Future Cash Flows** discounted at a specified **Discount Rate**, less the cost of the **Investment**.

Internal Rate of Return (IRR): The calculated **Discount Rate** at which the **Present Value** of all **Projected Future Cash Flows** is equal to the cost of the **Investment**.

Risk: Is essential to evaluate in order to determine whether the expected **Investment Return** is sufficient in light of the perceived **Risk**.

n	i	PV	PMT	FV
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FIXED INTEREST RATE MORTGAGE LOANS

Capital Markets: **Financial** and **Securities Markets**, including the **Mortgage Market**.

Loan Availability: **Economic Growth** prospects (global, national and local), expected **Inflation**, and other **Risks** all affect the supply and cost of **Mortgage** funds.

Lenders as Intermediaries: Most **Real Estate Lenders** sell the **Loans** they **Originate** into the **Secondary Mortgage Market** rather than holding the **Loans** to **Maturity**.

Loan Pricing: The **Interest Rate**, any **Fees**, **Points** and **Costs** charged by the **Lender**, and the **Loan Terms** (including any **Prepayment Penalties**).

Real Interest Rate: The nominal or contract **Interest Rate** minus expected **Inflation**.

Risk Adjusted Return: Expected investment **Return** relative to the perceived **Risk**.

Amortization: The process of **Repaying** the **Principal Balance** of a **Loan** over time.

Balloon Payment: The **Principal Balance** of the **Loan** due on the **Maturity Date**.

Pay Rate vs. Accrual Rate: Is the actual monthly mortgage **Payment** that is made by a **Borrower** at least equal to the **Accrued Interest** amount then due on the **Loan**?

Constant Payment Mortgage: When each monthly **Payment** is the same, the **Loan** will be **Fully Amortizing**, **Partially Amortizing**, **Interest Only** or **Negative Amortizing**.

Constant Amortization Mortgage: When each **Payment** includes a fixed amount of **Principal** repayment, with the monthly **Payment** and **Interest** amounts declining.

Reverse Annuity Mortgage: The **Lender** sends fixed monthly checks to the **Borrower** who must pay the accumulated **Principal** and accrued **Interest** on the **Maturity Date**.

Loan Fees and Costs: **Origination Fees** (for loan underwriting and processing), **Appraisal** and **Credit Report**. **Loan Fees** and **Points** increase the **Lender's Yield**.

Annual Percentage Rate (APR): Provides **Disclosure** regarding the effects of **Loan Fees**, **Points** and **Costs** on **Residential Loans** (assumes the **Loan** is held to **Maturity**).

Truth-in-Lending Act: **Federal Reserve Regulation Z** requires **Lenders** to include in **APR** calculations all **Loan Fees**, **Points** and **Costs**, but not any **Prepayment Penalties**.

Prepayment Penalties: Increase the **Effective Yield** to the **Lender**, are subject to **Negotiation** and are not reflected in the **APR** of a **Loan**. If a **Prepayment Penalty** is paid, the **Effective Yield** to the **Lender** will be higher if the **Loan** is repaid earlier.

Effective Annual Interest Rate: **Calculation** that considers all **Loan Fees**, **Points** and **Costs** and any **Prepayment Penalties** actually paid, and is therefore affected by the amount of **Time** the **Loan** is held until **Repayment**.

ADJUSTABLE / FLOATING RATE MORTGAGE LOANS

Interest Rate Changes: Indexed to other market **Interest Rates** (plus a **Margin**).

Index: **SOFR** (Secured Overnight Financing Rate) is replacing **LIBOR** (London Interbank Offered Rate), **US Treasuries**, **COFI** (11th district Cost of Funds Index), **Prime**. The **Index** can be overnight, 6 months, 1 year, or another interest rate series.

Margin: **Lender's Profit Margin** or spread (fixed for the loan term) over the **Index**.

Composite Rate: The **Index + Margin** is the **Composite Interest Rate** on the **Loan**.

Reset Dates: When the **Interest Rate Changes** (usually every 6 months or 1 year).

Caps and Floors: **Caps** are the **Maximum** and **Floors** are the **Minimum** allowed **Periodic** and/or **Lifetime** adjustments of the **Interest Rate** or **Loan Payment** amount.

Loan Terms: Are generally the same terms as with **Fixed Rate Loans**, other than the interest rate changes, and include **Assumable** or “**Due on Sale**”, **Recourse** or **Non-Recourse**, **Prepayment** or **Lockout**, **Assignment**, **Default** and **Acceleration**.

Loan Fees and Costs: As with **Fixed Rate Loans**, **Origination Fees**, **Points** and **Costs** may be charged to the **Borrower** to increase the **Effective Yield** to the **Lender**.

Interest Only or Amortizing: As with **Fixed Rate Loans**, **ARMs** are usually **Fully Amortizing**, but can also be written as **Interest Only** or **Partially Amortizing**.

Negative Amortization: If the **Loan Payment** required is less than the amount of **Accrued Interest** then due on the **Loan** because of a **Payment Cap**, there will be **Negative Amortization**. **Interest Rate Caps** do not cause **Negative Amortization**.

Teaser Rate: Initial **Interest Rate** on the **Loan**, often far below the **Composite Rate**.

Payment Shock: When the **Interest Rate** fully adjusts to the current **Composite Rate**, the new **Loan Payment** amount is often substantially higher than the **Teaser Rate**.

Interest Rate Risk: Because **ARM Interest Rates** adjust **Periodically**, **Interest Rate Risk** is higher for the **Borrower** and lower for the **Lender**. The shorter the time interval between **Reset Dates**, the higher the **Risk** for the **Borrower** and lower for the **Lender**.

Default Risk: Because the **Interest Rate** adjusts **Periodically**, the potential for future **Rate** increases elevates the **Risk** of a **Default** by the **Borrower** leading to **Foreclosure**.

Hybrid ARMs: 3/1, 5/1, 7/1 or 10/1 are **Fixed Rate Loans** for the first 3, 5, 7 or 10 years, then become **Adjustable Rate Loans** with annual **Interest Rate Reset Dates**.

Conversion Option: The right of the **Borrower** to convert the **Loan** from an **ARM** to a **Fixed Rate Loan** at a specified future date, usually with a **Fee** paid to the **Lender**.

MORTGAGES: ADDITIONAL CONCEPTS

Loan-to-Value Ratio (LTV): Mortgage Debt divided by Property Value (or Price).

Market Value of a Loan: The Present Value of all expected future Loan Payments (i.e. all expected future payments of Principal and Interest).

Incremental Borrowing Cost: The Marginal Cost of the additional amount Borrowed, taking into consideration the Interest Rate and other Loan Fees, Points and Costs.

Home Equity Line of Credit: A Home Equity Line of Credit (HELOC) can be secured by a First, Second or more Junior Mortgage and is typically a revolving Line of Credit.

Buydown Loans: When a Seller pays a Fee to a third-party Lender to buy down the Interest Rate on a Purchase Money Loan to induce the Buyer / Borrower to acquire the Real Property. The amount paid to buy down the Interest Rate will be much less than the Present Value of the reduced Loan Payments from the lower Interest Rate.

Below Market Seller Financing: When the pricing of Seller Financing (Interest Rate and Loan Fees, Points and Costs) is less than the Market pricing of available Financing, often to improve the Sale Price of a Property by a motivated Seller.

Wraparound Loans: Might be used by a Seller in a slow housing market and when the Buyer has poor credit to help sell a Property. The First Mortgage must stay in place, so it does not work if there is a "Due on Sale" clause in the Loan Agreement.

	n	i	PV	PMT	FV
A	360	0.5000%	\$1,000,000.00	-\$5,995.51	\$0.00
B	360	0.5000%	\$500,000.00	-\$2,997.75	\$0.00
C	360	1.0000%	\$500,000.00	-\$5,143.06	\$0.00
D	360	0.4583%	\$500,000.00	-\$2,838.95	\$0.00
E	360	0.5000%	\$473,512.22	-\$2,838.95	\$0.00
F	96	0.4583%	\$500,000.00	-\$2,838.95	-\$434,189.63
G	96	0.5001%	\$485,000.00	-\$2,838.95	-\$434,189.63
H	360	0.4167%	\$500,000.00	-\$2,684.11	\$0.00
I	360	0.5000%	\$447,686.73	-\$2,684.11	\$0.00
J	41	0.4167%	\$500,000.00	-\$2,684.11	-\$473,199.86
K	41	0.4998%	\$485,000.00	-\$2,684.11	-\$473,199.86

BLUE = Input Change, BOLD ITALICS = Output Change

INCOME PRODUCING PROPERTIES - LEASES

Commercial Properties: Office, Retail, Apartment, Industrial, Hotel, Mixed-Use, ...

Supply and Demand Analysis: Important for the **Valuation** of **Properties** and the projection of future **Rent** and **Occupancy** levels. **Global, National, Regional,** and **Local** factors affect the **Value** of **Properties** and **Rent Levels** for **Commercial** space.

Location: The most important factor in **Real Estate** because it is **Location** specific.

Occupancy / Vacancy: **Occupancy = 100% - Vacancy**. Driven by many factors, including **Supply and Demand, Location, Quality** (age, design, construction, etc).

Lease Terms: The **Parties** (**Landlord / Tenant** or **Lessor / Lessee**), **Premises, Term, Base Rent, CPI increases** or **Percentage Rent, Security Deposit** and/or **Guarantors, Allowable Uses, Insurance, Repairs and Maintenance, Damage or Destruction, Property Taxes** and other **Expenses, Assignment** and **Subletting, Defaults** and **Remedies, Subordination, Attornment** and **Non-Disturbance, Signage, Right of First Refusal** or **Expansion Option** on **Adjacent Space, Notices, Governing Law**.

Rental Income: **Flat Base Rent, Step-up Rent, CPI** or **Indexed Rent** with **Caps** or **Floors, Percentage Rent** with **Overage Rent** above a sales amount **Breakpoint**.

Concessions: **Free Rent, reduced Rent, Tenant Improvement** allowance (TI).

Property Expenses: **Gross Leases** (Tenant pays no **Expenses**), **Modified Gross Leases** (e.g., electricity), **Triple Net Leases** (Tenant pays all **Operating Expenses** including **Property Taxes, Insurance, Repairs and Maintenance, and Utilities**).

Expense Stop: **Property Expenses** per **Rentable Square Foot** up to the **Expense Stop** will be paid by the **Landlord** with **Expenses** over that amount paid by the **Tenant**.

Rentable vs. Usable Square Feet: **Rentable Square Footage** is **Usable Square Footage** plus the **Tenant's** pro rata share of **Building Common Areas** (including the public areas, shared hallways, shared restrooms, public stairwells, elevators lobbies).

Load Factor: **Rentable Area** divided by **Usable Area** (a lower ratio is more efficient).

Parking: Specific **Parking Spaces** can be assigned to a **Tenant** or per thousand square feet of rented space. **Parking Charges** can be added to the **Rent** or included.

Office Leases: **Anchor Tenants, Signage, Parking, Expansion Option, Purchase Option** or **Right of First Refusal, Overloading, Gross** or **Net** or **Expense Stops**.

Retail Leases: **Anchor Tenants, Signage, Parking, Co-Tenancy** clause, **Exclusivity, Radius** clause, **Termination** or **Kick-Out** rights, **Operating Times**, and **CAM** charges.

VALUATION OF INCOME PROPERTIES / APPRAISAL

Market Value: The **Price** at which a willing **Buyer** and a willing **Seller**, each without undue pressure, would **Buy** and **Sell** a particular **Property**, as of a particular **Date**.

Appraised Value: An estimate or **Opinion** of **Property Value**, for a particular **Purpose** as of a particular **Date**, by a particular **Appraiser**. The three primary **Appraisal Methods** are: **Sales Comparison**, **Capitalization of Income**, and **Replacement Cost**. Each of the three **Appraisal Methods** should, in theory, produce a similar **Valuation**.

Sales Comparison (or Comparable Sales): Compares recent **Sales** of highly **Comparable Properties** that are similar in **Location**, **Size**, **Age**, **Construction Quality**, and other factors. This is generally the only method used for **Residential Properties**, and one of the three methods used to appraise **Commercial Properties**.

Capitalization of Income: **Gross Rent Multiplier**, **Capitalization of Net Operating Income**, and **Discounted Present Value (DCF)** of projected future annual **NOI**.

Gross Rent Multiplier: $\text{Annual Rental Income} \times \text{Gross Rent Multiplier} = \text{Price (or Value)}$. The **Gross Rent Multiplier** must be derived from the **GRMs** on **Sales of Comparable Properties**. This simple method is often used for valuing **Apartments**.

Capitalization of NOI: $\text{Cap Rate} = \text{NOI} \div \text{Price}$, so $\text{NOI} \div \text{Cap Rate} = \text{Price (or Value)}$, and $\text{Cap Rate} \times \text{Price} = \text{NOI}$. The **Capitalization Rate** (aka **Cap Rate**) is derived from recent **Sales of Comparable Properties** and is affected by **Market** conditions. Falling **Interest Rates** will tend to lower **Cap Rates**, while rising **Interest Rates** will increase **Cap Rates**. An increase in **Demand** relative to **Supply** in the local **Market** will lower **Cap Rates**, while an increase in **Supply** relative to **Demand** will raise **Cap Rates**.

Discounted Present Value (DCF): A 10-year cash flow model is typically created. The **Discount Rate** used (or required **Internal Rate of Return**) is based on the Buyer's assessment of the **Risk** of achieving the projected future **NOI** and projected future **Sale Price** relative to current alternative **Investments** and **Capital Market** benchmarks.

Replacement Cost: The sum of **Land Value** + **Depreciated Replacement Cost** of the **Improvements**. **Depreciation** of the **Building** can come from **Physical Depreciation**, **Functional Obsolescence**, and **External Obsolescence**. The **Land Value** is derived from a **Comparable Sales** analysis of similar **Land** parcels. The **Replacement Cost** approach is more reliable when the **Improvements** are relatively new.

Land Value: A "**Highest and Best Use**" analysis to determine the **Value** of a particular **Land** site, whether the **Land** is **Vacant** or **Improved**. A particular **Land** parcel might actually be worth more if the existing **Improvements** are demolished and removed.

INVESTMENT ANALYSIS AND TAXATION OF INCOME PROPERTIES

Investment Benefits: Cash Flow (after Taxes), Price Appreciation, Diversification.

Real Estate Cycle: The Real Estate industry is Cyclical, with periods of Growth and periods of Decline in Rents, Occupancy and Property Values. The industry is very large and highly competitive, with many owners and limited concentration of ownership.

Investment Strategies: Risk/Return focus (Core, Value-Added, or Opportunistic), Property Type (e.g. Office, Retail, Apartments, Hotels), and/or Geographical focus.

Market Analysis: Supply/Demand analysis for Property Type and Local Market, and local Absorption projections to forecast future Occupancy Rates and Rent Levels.

Leverage: The use of Debt to acquire or own Property.

Loan to Value Ratio (LTV): Mortgage Balance divided by Property Value (or Price).

Debt Service Coverage Ratio (DSCR): Annual NOI divided by Mortgage Payments. A higher DSCR shows a greater ability for the Borrower to make Mortgage Payments.

Net Operating Income (NOI): Rent and other Property Income minus Operating Expenses. NOI is often Capitalized to determine the Market Value of a Property.

Before Tax Cash Flow: NOI minus Debt Service and Capital Expenditures (Cap Ex).

After Tax Cash Flow: Before Tax Cash Flow minus Taxes. The Government is your partner in every Investment through its power to Tax the annual Income and Capital Gains from Sale. Federal, State, Local and all other Taxes must be considered.

Taxable Income: Net Operating Income minus Interest and Tax Depreciation.

Tax Depreciation: The amount of the Purchase Price allocated to the Improvements, exclusive of the Land, is the Depreciable Cost Basis of the Property. The Depreciable Cost Basis can be Amortized as Tax Depreciation over 27.5 years for Residential Income Properties and 39 years for Non-Residential Income Properties.

Mortgage Interest Deduction: The Interest portion of the monthly P&I Payments is fully Tax Deductible for Investment Properties. Limited for primary and secondary Homes to the annual Interest on a total of up to \$750,000 of Mortgage Debt.

Unleveraged Returns vs. Leveraged Returns: The IRR, ROE, and Equity Multiple due to Mortgage Financing. The Leveraged returns should generally be higher than the Unleveraged returns to account for the additional Risk from the use of Leverage.

FINANCIAL LEVERAGE / FINANCING ALTERNATIVES

Financial Leverage: Allows an **Investor** to use less **Equity** to acquire an **Investment**, potentially achieve a higher **Leveraged Return** on **Equity**, and benefit from the **Tax Deductibility of Mortgage Interest**. **Investors** who desire a higher **Leveraged Return** on **Equity** might borrow at a higher **LTV** ratio, but as the **LTV** increases, **Risk** increases.

Positive and Negative Leverage: **Positive Leverage** is when the **Return** on **Equity** is higher with **Debt** than without, and **Negative Leverage** is when the **Return** on **Equity** is lower with **Debt** than without. With **Positive Leverage**, the higher the **LTV** ratio, the higher will be the **Leveraged Return** on **Equity**. With **Negative Leverage**, the higher the **LTV** ratio, the lower will be the **Leveraged Return** on **Equity**.

Loan Underwriting: The **Loan to Value Ratio (LTV)** and **Debt Service Coverage Ratio (DSCR)** are two of the key elements of a **Loan Underwriting**. Although the maximum **LTV** ratio and minimum **DSCR** levels vary with **Mortgage Market** conditions, **Lenders** are always more secure with a lower **LTV** ratio and a higher **DSCR**.

Prepayment Penalties, Yield Maintenance, Loan Lockouts: **Mortgage Loan** terms that make it costly or impossible for a **Borrower** to **Payoff** or **Refinance** a **Loan** before the contract **Maturity Date**.

Interest-Only Loan: **Borrower** pays only **Interest** on the **Loan**, with no **Principal Amortization**, and a **Balloon Payment** due at **Maturity**. Also called a “**Bullet Loan**”.

Negative Amortizing Loan: When the **Payment Rate** on a **Loan** is less than the **Accrual Rate** (i.e. **Interest** amount then due), there will be **Negative Amortization** and the **Loan Balance** will increase. Might be used when **Interest Rates** are very high.

Participating Loan: The **Lender** receives additional **Interest**, based on a formula, typically related to **Gross Income**, **NOI**, or **Cash Flow**, that is called a **Participation** or “**Equity Kicker**” but the **Lender** does not have any **Ownership Interest** in the **Property**.

Convertible Mortgage: When the **Lender** has the right to **Convert** part or all of the **Loan Principal** to an **Ownership Interest** in the **Property** at a specified time.

Mezzanine Loan: A **Loan** that is often **Secured** by the **Owner's Equity** in a **Property**, rather than by a **Mortgage** on the **Property** itself. Usually requires an **Inter-Creditor Agreement** between the **Mezzanine Lender** and the **First Mortgage Lender**.

Preferred Equity: An **Investment** in the **Ownership Interest** of a **Property**, that is not a **Mortgage**, with a **Preferred Return** that takes **Priority** over other **Equity Investors**.

Sale-Leaseback: An alternate means of **Monetizing** a **Property** where the **Seller** retains **Use** of the **Property** for the duration of the **Lease Term**. With a **Repurchase Option** in the **Lease**, the **Seller** may reacquire **Ownership** of the **Property** in the future.

RISK ANALYSIS

Risk: The higher the **Variability of Expected Returns**, the greater the **Risk** of an **Investment**. The lower the **Variability of Expected Returns**, the lower the **Risk**.

Risk Averse: **Investors** are generally **Risk Averse**, which means they require a higher **Expected Return** (probability weighted mean return) as compensation for incurring more **Risk** (i.e., higher **Variability / Volatility / Uncertainty of Expected Returns**).

Risk vs. Return: This is the key **Investment** consideration. When comparing potential **Investments**, their **Internal Rate of Return (IRR)** or projected **Net Present Value (NPV)** must be viewed in light of the **Risks** associated with each potential **Investment**.

Investment Risks: **Economic Risk** (global, national, and local), **Business Risk**, **Financial Risk**, **Interest Rate Risk**, **Liquidity Risk**, **Inflation Risk**, **Management Risk**, **Environmental Risk**, **Legislative Risk**, **Pandemic Risk**, etc.

Due Diligence: The **Process** of identifying the various **Risks** and potential **Returns** of an **Investment** by evaluating all the relevant and available **Information** to assess and determine whether the potential **Returns** are sufficient for you in light of those **Risks**.

Due Diligence on a **Property** would include a review and analysis of a **Market Study**, the **Rent Roll**, major **Leases**, **Physical Inspection**, **Design and Engineering**, **Title and Survey**, **Zoning and Code Compliance**, **Taxes**, **Insurance**, **Litigation**, etc.

Sensitivity Analysis: **Modifying** key **Assumptions** about future **Investment Performance** (e.g., **Rent Levels**, **CPI**, **Vacancy Rates**, exit **Cap Rate**, **Sale Timing**), often done two at a time, to see their impact on the **IRR** and **Equity Multiple**. The **Assumptions** can be changed to model various scenarios in light of the potential **Risks**. The **Sensitivity Analysis** will show how sensitive the **Expected Return** (e.g., **IRR**, **NPV** or **Equity Multiple**) is to changes in your **Assumptions**.

Partitioning the IRR: Determining the portion of the **Investment Return** that comes from the annual **Cash Flow** and the portion that comes from the **Sale/Residual Value**.

DISPOSITION / RENOVATION OF INCOME PROPERTIES

Exit Strategies: To realize the increased **Equity** value created from an appreciated **Property**, an owner may **Sell**, **Exchange**, or **Refinance** the **Property**.

Hold/Sell Analysis: Analyze the **Marginal Rate of Return** from **Holding** the **Property** for an additional period of **Time** as compared to **Selling** the **Property** currently.

Property Sale: **Sell** for **Cash** and **Pay Off** all outstanding **Debt** and pay all federal, state, and local **Taxes** on any **Capital Gain**. See **IRS Form 1040 and Schedule D**.

Installment Sale: **Sell** on an **Installment Sale** basis receiving the **Sale Price** over **Time** and paying a proportional amount of the **Capital Gain Tax** with each **Installment** received. The amount of **Installment Sale Income** to be reported each year upon which **Tax** must be paid is a function of the **Ratio** between the “**Gross Profit**” on the **Sale** (i.e. **Sale Price** minus **Adjusted Tax Basis**) divided by the “**Contract Price**” as defined in **IRS Form 6252**. An **Installment Sale** is a form of **Seller Financing**.

Section 1031 Exchange: **Trade** the **Property** for “**Like Kind**” **Property** in a **U.S. Internal Revenue Code Section 1031** exchange transaction to **Defer** the **Taxes** on any **Capital Gain** but with the **Exchange Property** receiving a **Substituted Tax Basis**. **Section 1031** requires that the **Exchange Property** be **Identified** within **45 days** of the **Prior Sale** closing date, and the **Exchange Property** must be **Acquired** within **180 days** of the **Prior Sale** closing date. “**Unlike**” **Property** acquired in a **Section 1031** transaction is called “**Boot**” and is subject to **Capital Gain Taxes** on the **Sale**. “**Boot**” includes **Cash**, **Personal Property**, and any “**Unlike**” **Real Property** received in the transaction. See **IRS Form 8824**.

Refinancing: Replacing an existing **Loan** with a new **Loan**. If you **Refinance** with a larger **Loan** you will not pay any **Tax** on the additional **Loan Proceeds** received in connection with the **Refinancing**. If **Interest Rates** have fallen, it might be possible to **Refinance** with a larger **Loan** while reducing the annual **Borrowing Cost**, but **Points**, **Appraisal Fees** and other **Loan Costs** must be considered.

Renovation: As an alternative to a **Sale**, a **1031 Exchange**, or a **Refinancing**, the **Property** may be held and **Renovated** to increase **Rents**, increase **Occupancy**, and/or reduce **Operating Costs**, all of which should increase the **Net Operating Income** and thereby increase the **Property Value**. But in addition to the estimated **Renovation Costs**, the **Time**, **Effort** and **Opportunity Costs** related to the **Renovation** must also be carefully considered.

Sale-Leaseback: An alternate means of **Monetizing** a **Property** where the **Seller** retains **Use** of the **Property** for the duration of the **Lease Term**. With a **Repurchase Option** in the **Lease**, the **Seller** may reacquire **Ownership** of the **Property** in the future.

FINANCING CORPORATE REAL ESTATE

Lease vs. Own Analysis: Decision factors include: **Space** needed (relative to the size of the **Property**); **Time** needed (**Short Term** or **Long Term**); **Risk** from **Property Ownership**; **Control** and **Management** of the **Property**; **Maintenance** and **Special Purpose Buildings**; **Tax** considerations from **Depreciation**; impact on the **Financial Statements** (**Balance Sheet** and **Income Statement**); access to and **Cost of Capital**.

Residual Value: A **Property's** projected future **Residual Value** (aka "**Exit Value**") may not be an important part of a company's **Purchase Decision**. Instead of acquiring a **Property** that it needs to run its business, a company could negotiate a **Lease** with an "**Equity Kicker**" or a **Purchase Option** that might provide future value.

Corporate Real Estate Financing: The **Acquisition** of **Property** for **Company** use can be **Financed** with either **Mortgage Debt** or unsecured **Corporate Borrowing**. **Mortgage Debt** will generally be preferred if it is cheaper than the company's unsecured **Borrowing Cost**.

"Capital" Lease: Formerly, if a **Lease Term** exceeded 75% of an **Asset's** remaining economic life, or if the **Present Value** of future **Lease Payments** was the majority of the **Property's FMV** at **Lease Commencement** (90%+), or if **Property Ownership** was likely to be **Transferred** to the **Lessee** upon **Lease Expiration** (e.g. a **Purchase Option** substantially below **FMV**), then the **Lease** was treated as a "**Capital**" **Lease** and reported as if that part of the **Asset** was **Owned** by the **Lessee**.

"Finance" vs. "Operating" Lease: Under the recent ASC 842 of the FASB, the **Present Value** of all **Lease Payments** for **Leases** over one year must be **Capitalized** and reported on the **Balance Sheet** as a **Right-of-Use Asset** and a **Lease Liability**, and annual **Lease Payments** will be reported as an **Expense** on the company's **Income Statement**. If the **Lease Term** is one year or less, **Lease Payments** will only be reported on the company's **Income Statement** and not on the **Balance Sheet**.

Sale-Leaseback: A company might **Sell** a **Property** it owns and simultaneously **Lease** it back on a **Long-Term** basis to obtain **Cash** while retaining **Use** of the **Property**. The company might negotiate a **Repurchase Option** into the **Lease** to give it the possibility to re-acquire that **Property** in the future. **Selling a Property** and **Leasing** it back in a **Sale-Leaseback** transaction, with the **Lease** written so that it will be reported as an **Operating Lease**, is a form of **Off Balance Sheet Financing** for the company.

"Hidden" Corporate Real Estate Value: Companies are required to report **Property Values** at the **Lower** of **Depreciated Cost** or **Market Value**. This can lead a publicly traded company to become an **Acquisition Target** when the **Market Value** of its **Properties** substantially **Exceeds** the reported depreciated **Book Value**.

FINANCING PROJECT DEVELOPMENT

Project Development: Acquiring a Land Site; Financing and Construction of a Building (Office, Apartments, Shopping Center, Warehouse, Hotel, Self Storage, etc.); Leasing and Managing the Property; then Selling, Exchanging or Refinancing.

Mixed-Use Development: A Combination of Real Estate uses in a single Project.

Development Decision Factors: Global, national and local Economic Forecast; Supply and Demand for space (i.e. Tenant demand); Competition from other Current and Planned Developments; Capital Markets (i.e. Financing Cost and availability).

Project Feasibility: A Feasibility Study should be done to forecast Tenant Demand, Rent Levels, Construction Costs, Project Timing, Exit Strategies and future Sales Price, and evaluate the Risks. Location is always a key factor in the analysis.

Construction Financing: Covers the Hard Costs and Soft Costs of Construction. Construction Loans are disbursed in Draws after Costs are incurred, are typically Recourse to the Developer, are usually Short Term (maturing after Construction is expected to be completed), and Floating Rate with Construction Interest Capitalized into the outstanding Loan Balance. Construction Lenders want a Permanent Lender ("Take-Out" Lender) in place to pay off and replace the Construction Loan when Construction is completed and various Leasing targets have been achieved. A Stand-By Lender is a Permanent Lender who doesn't intend to actually fund their loan.

Project Development Issues: Building: Footprint, Envelope, Façade, Stacking Plan; Traffic Mitigation Plan; Property Taxes; Permitting: Zoning Codes, Building Codes.

Permitting: The process of obtaining local Government Approvals (e.g. city planning, city council) to Permit the proposed Development. The Project must comply with local Zoning Codes and Building Codes (or obtain a Variance) for a Building Permit to be issued. The Permitting process involves Negotiation with city planners and their staff.

Zoning Codes: Allowable Uses; Maximum Floor Area Ratio (FAR); Height Restrictions; Minimum Lot Size; Minimum Parking Ratios, Building Setbacks, etc. Zoning Codes specify what may be Permitted to be built as of right (e.g. R1, R2, R3, R4, R-5, C-1, C-2, C-3, M-1, M-2, M-3, A-1, A-2, ...) and may include incentive zoning, inclusionary zoning, and/or cumulative zoning.

Building Codes: Specify the Materials and approved Methods for Construction. City staff must approve the Architectural and Engineering Designs and Specifications for the Project, including the Site Plan, Elevations and Project Renderings. Code Compliance is enforced by city inspectors during Construction before a Certificate of Occupancy ("C of O") will be issued by the local authority after Project Completion in compliance with all Building Codes and Zoning Codes.

FINANCING LAND DEVELOPMENT

Land Development: A highly **Fragmented, Competitive** and **Local** business.

Land Acquisition: **Option Agreements** are often used to give **Time** to the **Land Developer** to pursue the **Entitlement Process**. Periodic **Option Payments** can be made over an extended time frame (monthly, quarterly, annually), and if the **Developer** ultimately exercises the **Option** the **Option Price** for the **Land** will be paid at the closing of the **Land Acquisition**.

Zoning and Land Use: City or county **Land Use Plans** specify the allowed uses for each **Land** parcel (e.g. **Residential, Commercial, Industrial, Agricultural, Special Purpose, ...**) with subcategories for allowed density of use (e.g. **R-1, R-2, R-3, R-4, R-5, C-1, C-2, C-3, M-1, M-2, M-3, A-1, A-2, ...**). The local **Land Use Plan** is usually updated every 5-10 years, and the local **Zoning Code** can be revised, in whole or in part, whenever necessary.

Entitlement Process: The process by which the **Land Developer** applies to the local authorities to convert **Unentitled Land** to **Land** that is **Entitled** to be **Subdivided** and **Developed** for a particular purpose and size (**Office, Apartments, Shopping Center, Warehouse, Hotel, etc.**) **Developing** a project that is inconsistent with the local **Zoning Code** and **Land Use Plan** requires a **Variance** from the local **Planning Authorities**.

Land Financing: Difficult to obtain, **Low LTVs**, generally **Recourse** to the **Borrower** and with **Tight Conditions** from the **Lender** to assure **Repayment**.

Release Schedule: The **Time** frame within which the **Lender** expects the individual **Land Parcels** in a **Land Development Project** to be **Sold** according to **Release Prices** agreed to in the **Land Loan** documents so that the **Loan** will be **Repaid**.

Release Prices: The pre-agreed **Minimum Prices** at which the **Developer** can **Sell** individual **Land Parcels** and obtain the **Lender's Release** from its blanket **Mortgage Lien** for the **Land** parcels **Sold**.

Onsite Improvements: Land grading, internal paving, private streets, lighting, landscaping, etc.

Offsite Improvements: Public roads, street lighting, traffic lights, sewer line extensions, parks and schools, etc.

STRUCTURING REAL ESTATE INVESTMENTS

Organizational Forms: To **Minimize Taxes**, **Limit Liability**, and define **Management** roles and responsibilities in **Investments**. **Partnerships**, **Limited Liability Companies (LLCs)**, and **Real Estate Investment Trusts (REITs)** are the primary **Legal Entities** used for structuring the **Acquisition** and **Ownership** of **Real Estate Investments**.

Pass-Through Entities: **Pass-Through Entities** do not pay **Taxes** directly but instead pass on their **Taxable Income** or **Loss** to the **Partners**, **Members**, or **Shareholders** in those **Entities** who must report their allocable share of the **Taxable Income** or **Loss**.

Partnerships: Can be either a **General Partnership** or a **Limited Partnership**. All **Partnerships** are **Pass-Through Entities** for **Tax** purposes and have a **Finite Life**. **Title to Property** owned by the **Partnership** will be in the name of the **Partnership**. In a **General Partnership**, each **General Partner (GP)** has **Decision-Making Authority** and **Unlimited Liability**. A **Limited Partnership** must have at least one **General Partner**, who will have **Decision-Making Authority** and **Unlimited Liability**, and any number of **Limited Partners (LPs)**, with no **Decision-Making Authority** and whose **Liability** is generally **Limited** to the amount of their **Investment**. **Partnership Interests** are **Personal Property** and so are not eligible for a **Section 1031 Exchange**. A **Partnership Agreement** governs the rights and responsibilities of the **Partners**.

Limited Liability Company (LLC): In 1988, the IRS approved the **Limited Liability Company** structure. In 1994, California became the 46th state to enact an **LLC** law. **LLC Investors** are called **Members**, and all **Members** have **Limited Liability**. In California, only one **Member** is needed to form an **LLC**, and **LLCs** have **Unlimited Life**. **LLCs** are managed by a **Managing Member** or a third party, can elect **Pass-Through** status for **Tax** purposes, and are governed by an **Operating Agreement**.

Limited Liability Partnership (LLP): In California, only professional organizations can be **LLPs** (law firms, etc.), so an **LLP** cannot be used for **Real Estate Investments**.

Corporations: **Legal Entities** owned by **Shareholders** (individuals or other legal entities), managed by a **Board of Directors** in accordance with their **Articles of Incorporation** and **Bylaws**, and have **Unlimited Life**. **Dual Taxation** (**Corporate** and **Shareholder** levels) makes “**C**” **Corporations** unattractive for **Property Investments**. “**S**” **Corporations** have **Shareholder** restrictions but can elect **Pass-Through** status.

Joint Venture: In the U.S., not a **Legal Entity** but rather an **Agreement** between at least two parties to pursue a specific investment objective. **Joint Ventures** will typically involve a **Partnership**, **Limited Liability Company**, **Corporation** or other **Legal Entity**.

Syndication: Not a **Legal Entity** but a means of **Financing Investments** by selling **Partnership Interests** or **LLC Interests** in a proposed or existing **Project**.

Capital Account: Accounting of an **Investor’s Share** in the **Net Worth** of an **Entity**.

THE SECONDARY MORTGAGE MARKET

Fannie Mae and Freddie Mac: The **Federal National Mortgage Association** (“Fannie Mae” – created in 1938, privatized in 1968) and the **Federal Home Loan Mortgage Corporation** (“Freddie Mac” – created by the Emergency Home Finance Act of 1970) are the largest buyers of **Home Loans** in the United States. Together, they buy almost half of all residential home loans. **Fannie Mae** and **Freddie Mac** are huge, NYSE listed companies with \$7 trillion of mortgage loans and securities. During the global financial crisis of 2007-2008, **Fannie Mae** and **Freddie Mac** nearly went bankrupt and were placed under the conservatorship of the **Federal Housing Finance Agency** (“FHFA” – Housing and Economic Recovery Act of 2008).

Ginnie Mae: **Government National Mortgage Association** (“Ginnie Mae” – HUD Act of 1968) is a wholly owned U.S. government corporation within the **Department of Housing and Urban Development (HUD)**. **Ginnie Mae** guarantees **Mortgage Backed Securities**.

Conforming Loans: **Mortgage Loans** that **Conform** to **Fannie Mae** and **Freddie Mac Underwriting Guidelines** for **Loan Size** (for 2023: \$726,200 and \$1,089,300 in high cost counties), **Creditworthiness** (**FICO** score), **DSCR**, **LTV**, and other criteria.

Non-Conforming Loans: **Mortgage Loans** that **Do Not Conform** to all the **Underwriting Guidelines** of **Fannie Mae** and **Freddie Mac** at a particular time.

Subprime Loans: **Mortgage Loans** that fall below the **Underwriting Guidelines** for **Creditworthiness** (**FICO** score), **DSCR**, and/or **LTV**. Not related to **Loan Size**.

Seasoned Mortgages: **Mortgage Loans** that have been paying monthly **Principal** and **Interest** on time. The longer the payments stay current, the more “**Seasoned**” the **Mortgage**.

Residential Mortgage Backed Securities (“RMBS”) and Commercial Mortgage Backed Securities (“CMBS”): Created when pools of **Residential** or **Commercial Mortgage Loans** are **Tranched** into **Securities** for sale to other **Investors** in the **Capital Markets**. The primary **Risks** associated with these **Securities** are **Default Risk** and **Prepayment Risk**.

Default Risk: When the **Default Rate** on the pool of **Mortgage Loans** underlying the **Mortgage Backed Securities** is higher than was projected at the time of the MBS offering.

Prepayment Risk: When the **Prepayment Rate** on the pool of **Mortgage Loans** underlying the **Mortgage Backed Securities** is higher than was projected at the time of the MBS offering.

Collateralized Mortgage Obligations (“CMOs”): **Debt Securities** that are issued using a pool of **Mortgage Loans** as **Collateral**, where the **Issuer** retains **Ownership** of the **Loans**.

Collateralized Debt Obligations (“CDOs”): Any **Debt** can be **Collateral** for the **Securities**.

Principal Only Tranches (“POs”), Interest Only Tranches (“IOs”), Floaters and Inverse Floaters: Some of the unique **Securities** that can be created to appeal to different **Investors**.

REAL ESTATE INVESTMENT TRUSTS (REITS)

REIT Structure: The REIT structure was created by the US Congress in 1960 to allow small **Investors** to participate in the **Property Markets** without paying a **Corporate Tax**. REITs provide **Liquidity, Dividends, Diversification, and Professional Management**. If all **REIT Rules** are met, a REIT will not pay **Tax** at the **Entity** level, **REIT Dividends** will be **Taxed** to the **REIT's Shareholders**, but **REIT losses** will not be passed through to the **Shareholders**.

Types of REITs: Most REITs are **Equity REITs** that primarily own **Properties**, and the rest are **Mortgage REITs** that primarily own **Mortgage Debt** and **MBS**. Most **Equity REITs** focus on a single **Property** type (**Office, Retail, Apartments, Industrial, Hotels, Self-Storage, etc.**). **Mortgage REITs** focus on either **Residential Mortgages** or **Commercial Mortgages**.

REIT Qualifications: REITs must be managed by a **Board of Directors**; must have at least **100 Shareholders**; not more than 50% of a **REIT's** shares can be held by five or fewer **Shareholders** ("**5/50**" **Rule**); **Shares** must be **Fully Transferrable**; can be **Public** or **Private**.

Distribution Requirements: At least **90%** of a **REIT's Taxable Income** must be distributed as **Dividends** to the **REIT's Shareholders**, otherwise the **REIT** will pay **Corporate Tax**.

Asset Requirements: At least **75%** of a **REIT's Assets** must be related to **Real Estate**, government securities or cash, and not more than **20%** of a **REIT's Assets** can be in **Taxable REIT Subsidiaries** (TRSs were authorized by the **1999 REIT Modernization Act**).

Income Requirements: At least **95%** of a **REITs Gross Income** must be from **Real Estate Rents, Profits** from **Asset Sales, Mortgage Interest** income and **REIT Dividends** received.

Net Asset Value (NAV): **Net Asset Value** is an accounting measure of a **REIT's Net Worth**, which may or may not accurately reflect its current **Market Value** if the **REIT's Assets** have increased or decreased in value relative to their **Depreciated Cost**. If a **REIT's Stock Price** reflects its **NAV** more than its true **Market Value**, the **REIT** may be a takeover candidate.

Funds from Operations (FFO): **REIT Income** is measured as "**Funds from Operations**", which is **Earnings per Share (EPS)** adjusted by adding back **Depreciation** and excluding any **Profits** or **Losses** from **Asset Sales**, and is a measure of its **Dividend** paying ability.

UPREITs: **Umbrella Partnership REITs** issue **Operating Partnership Units (OP Units)** that are **Convertible** into **REIT Shares** and allow a **REIT** to buy **Appreciated Properties** with **OP Units** instead of cash so **Sellers** of the **Properties** can achieve a **Section 1031** tax deferred exchange. When **OP Units** are converted into **REIT Shares**, **Capital Gain Taxes** will be due.

REIT Growth Drivers: REITs can 1) Increase the **Net Operating Income** from their existing **Properties** by increasing **Rents** and **Occupancy Levels**; 2) **Acquire** additional **Properties**; 3) **Renovate** or **Expand** existing **Properties** or **Develop** new **Properties** on excess **Land**; 4) Provide **Property Services** through **Taxable REIT Subsidiaries (Leasing or Property Management)**; 5) **Financial Engineering (Property Debt or REIT Corporate Leverage)**.

REAL ESTATE INVESTMENT PERFORMANCE AND PORTFOLIO CONSIDERATIONS

Risk vs. Return: Investments with more **Risk** (i.e., more **Volatility of Returns**) should provide a higher **Expected** (i.e., mean) **Return**. β (beta) is a measure of the **Volatility of Returns** for an **Investment** relative to a benchmark, and α (alpha) is a measure of the **Actual Return** of an **Investment** relative to the benchmark given the level of **Investment Risk**.

Property Performance Information: Unlike stocks and bonds, **Real Estate Performance** information is much less available. The **National Council of Real Estate Investment Fiduciaries (NCREIF)** produces quarterly returns for five **Property Types** (**Office, Retail, Apartments, Industrial and Hotels**), but values are based on **Appraisals** giving imperfect **Market Value** information, and the **NCREIF Index** is an **Unleveraged Index**. **REIT Stock Price** performance information is a proxy for certain types of **Real Estate Performance**, but **REIT Stock Prices** are also affected by non-real estate related stock market movements.

Business Risk: Specific to the **Property Type, Location and Market Conditions**.

Default Risk: **Properties** are usually **Leveraged**. Higher **LTVs** cause higher **Default Risk**.

Liquidity Risk: Selling a **Property** takes time. **Real Estate** is an **Illiquid Investment**.

Diversification: A way to lower the **Volatility** of a **Portfolio's Expected Returns**.

Correlation Coefficient: Measures the relative movement of one set of numbers as compared with another, ranging from **+1 (Perfectly Positively Correlated)**, to **0 (No Correlation at all)**, to **-1 (Perfectly Negatively Correlated)**.

Inflation Hedge: **Real Estate** is considered a good **Inflation Hedge** as it is **Positively Correlated** with **Inflation** (when **Inflation** increases, **Property Values** also tend to increase).

Portfolio Diversification: Buying **Properties** in different **Geographic Regions** and of different **Property Types** will generally provide greater **Portfolio Diversification**.

Global Diversification: The increasing number and variety of **Investment Opportunities** around the world provide **Diversification** benefits from low or negative **Correlations** with investments in the United States (or your home country) that might reduce **Portfolio Risk**, but **Foreign Investments** may have additional **Risks** that must be managed.

Foreign Investment Risks: 1) **Information Risk**; 2) **Legal, Tax and Property Rights Risk**; 3) **Currency and Interest Rate Risk**; 4) **Political Risk**; 5) **Culture/Communication Risk**.