Tenant Rent Roll Report

By Richard L. Berry, S&I Business Applications

Editor's Note: Richard Berry provides the insight needed for Property Managers to thoroughly understand the Tenant Rent Roll Report. This report is indispensable in order for the manager to know the monthly fixed rent and to know if there were any changes in rental income compared with the previous period. Richard says that this report is quite sophisticated, but as is typical with reports, there isn't a whole lot of documentation on it. We think you'll find that Richard takes care of that problem very nicely, indeed. This article applies equally to WorldSoftwareä and OneWorldâ.

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Introduction

The Tenant Rent Roll is a report commonly required by property managers. Most real estate software produces a rent roll report of some sort, and although there is no commonly accepted standard for the layout of this report, the objective of the report is quite clear. The objective is to present lease rental information in summary form for management purposes. It should normally be able to reconcile to total floor area and give information about rental income either in rent per square foot/metre or in absolute terms.

The Tenant Rent Roll Report

The JDE Rent Roll report is a report sequenced by unit number showing all forms of fixed billing amounts. Variable billing amounts (Sales Overage, Expense Participation, Interest, and Fees, for example) are not included.

There are two main formats:
- ❑ Fixed Rent And Sales Overage
- ❑ Fixed Rent With Rent Steps And Escalation Information

And you may express rent as absolute amounts or amounts per sqft.

Description of the Report

Here is a detailed description of the report:

1. "As Of" Date

   The report is printed "As Of" a specified date, printed at the top of the report. This means that the report will give a snapshot of the Rent Roll as of any point in time. You would be able to print a Rent Roll as of any point in the past or, indeed, in the future.

2. Rental Amounts

   Rental amounts may be printed as "Gross Amounts" or as "Per Square Foot" measures. This is determined by how you set the processing options. Rental amounts may also be printed as Annual or Periodic amounts. This, again, is determined in the processing options. In other words you have four choices of how you want to print rent amounts:
   - ❑ Annual Gross Amounts
   - ❑ Period Gross Amounts
   - ❑ Annual Amount per sqft

❑ Period Amount per sqft

The measure you choose will be printed at the top of the page.

If you have billing frequencies that are not Monthly or Annual; for example, Quarterly, Irregular or Weekly, the report will be able to correctly annualize the rental values.

3. Rental Amount Types

Rental Amounts are split into five columns:
   ❑ Base Rent. This usually represents Fixed Rent
   ❑ Expense Participation. This usually represents fixed Service Charges, maintenance expense or anything else of that nature.
   ❑ Escalation. If you use Escalation, you may enter Escalation Bill Codes in this column. Most JDE Real Estate users do not use the Escalation module. That means that this column is free for you to use for whatever other purpose you want. You may change the heading on the report to suit your own reporting requirement.
   ❑ Other. Any Bill Code found in Recurring Billing but not used in any of the first three columns will be put into this column.
   ❑ Effective Rate. This is the total of the other four columns.

You must decide which Bill Codes should appear in each column by entering the Bill Codes into the Processing Options.

These Rental Amounts come only from Recurring Billing. This is important to note because certain types of billing will not show on the Rent Roll, such as Sales Overage, Expense Participation adjustments, Interest, Management Fees and ad hoc manual billings.

4. Second Line

You may optionally choose to print a second line for every unit. This second line can contain another rental measure. For example, line 1 could contain Annual Gross Rent and line 2 could contain Annual Amount per sqft.

This idea works fine, but personally, I would find the report rather cluttered. I think that I would prefer to have two separate reports showing the two different measures.

5. Sequencing

The standard report is sequenced by:
   ❑ Building
   ❑ Unit
It has a page break by building, though you may turn off the page break using the sequencing options.

The full address may print at the top of the page for every new building.

6. Formats

There are two main formats of this report:
   ❑ "Sales Overage" format
   ❑ "Rent Steps" format
Please see the examples of these two formats shown below.

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