

Making the Most of Your AUSPL Membership

Our Mission

Always Looking Out for Postal Lessor's Interests by:

- Providing education and training to its members.
- Making available experts in lease negotiation, maintenance, property taxes and other services.
- Offering technical expertise, advice, informative publications in print and on our website
- Customized insurance for postal buildings
- Lobbying efforts to ensure that leased postal facilities are fully considered by the USPS as a cost effective means of achieving its universal service mandate, especially to rural America.

Brief History of AUSPL

- Established in 33 years ago by four lessors, one of which is still on the Board – Larry Schlager.
- Grown to 3,200 members representing 35% of the space used to house postal services nationwide.
- Collectively, AUSPL members own 9,500 buildings across the country.

Meet the Staff

- Sallie Bacher, Office Manager
- Barbara Barrett, Public Relations Director
- Sandra Lindsay, Project Coordinator

We are here to answer your questions or direct you to someone who can help you. Please feel free to give us a call. 800-572-9483

Staff of AUSPL



AUSPL Website



Highlights of the Website

- Latest News
 - Status of Postal Reform
 - Postal Service Updates
- Postal Service Agencies i.e., PRC and others

- Real time updates regarding USPS policy changes
- Educational Pieces
- Link to the USPS FOIA (Freedom of Information) site as well as other agencies involved with postal oversight
- The best stop for up to date USPS contact information
- A way to stay connected with your fellow AUSPL members

New This Year AUSPL Mail Bag



Forum Titles:

- * Market Place
- * Renewals
- * Maintenance
- * Cluster Box

Launching April 9, 2014

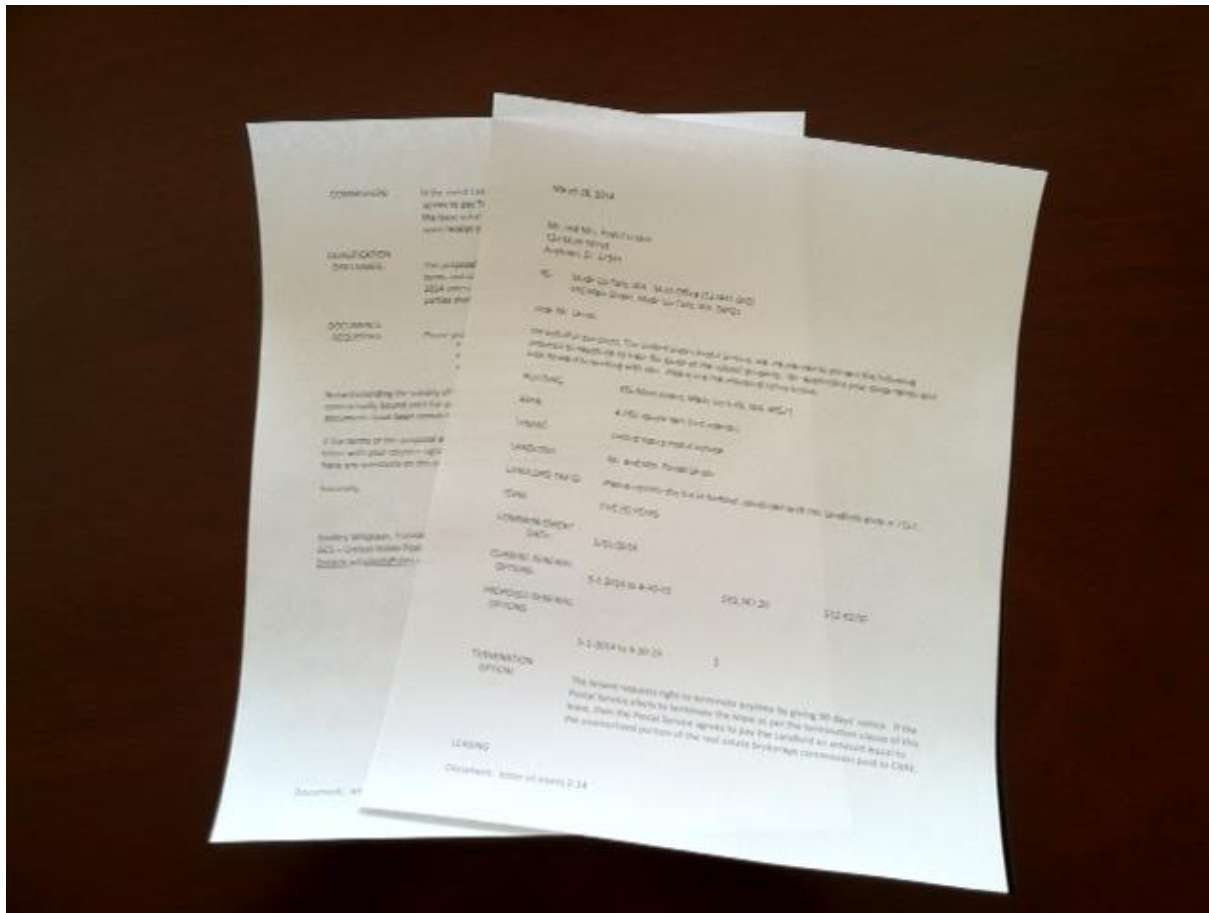
AUSPL Mail Bag

- And the AUSPL is more than just a great way to stay informed about lessor issues.
- It can be a valuable tool to help you manage your post office investment.
 - Let's demonstrate how you might use the site to help get through one of our greatest challenges...

RENEWALS!

- Let's use AUSPL tools to get ready for renewal of the Cedar Ridge, WA Post Office.

Letter of Intent



Letter of Intent 1

- You will get a letter of Intent from a CBRE agent usually six to nine months before the expiration date.
- We will go over the aspects of the letter and give you suggestions for negotiating.
- All of it is self explanatory until we get to the proposed renewal option.

Letter of Intent 2

- Current Renewal Option:

5-1-14 to 4-30-19	\$53,747.20	\$12.92/sf
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- Proposed Renewal Option:

5-1-19 to 40-30-24	\$55,359.62	\$13.31/sf
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(3% commission added into rent)

Letter of Intent 3

- TERMINATION OPTION:
 - CBRE may still be asking for a termination clause. The Postal Service has relaxed their rules on buildings that are open eight (8) hours a day.
 - Negotiate for the longest termination, when applicable. Remember USPS has agreed with AUSPL that shorter terms=higher rents

Letter of Intent 4

- COMMISSION:
 - Keep in mind that all lease terms are negotiable, including the commission.
 - Formula for calculating commission:

Yearly rent x five (5) years x Commission rate = Commission paid at signing

$$\$53,747.20 \times 5 \times 3\% = \$8,062.08$$

In this case you know- To pay this commission and get a 5% return on those funds over a five year renewal, add \$152.00/mo or \$1,825.00/yr to the renewal lease rate.

Letter of Intent 5

- Check the title block of the person signing the letter:

Snidley Whiplash, Transaction Manager

GCS – United States Postal Service

Snidley.whiplash@cbre.com



Commission versus Fee?

- Transaction Managers are entitled to a transaction fee instead of a commission, generally much less than a commission, designed to get the paperwork completed.
- Brokers may be entitled to a commission, if they bring value to your lease.
- All fees and commissions are negotiable.

Letter of Intent 6

- QUALIFICATION DISCLAIMER:
 - The letter appears to give you a short amount of time to respond. It is best to call the agent and tell them you are working on your written response well before the deadline.

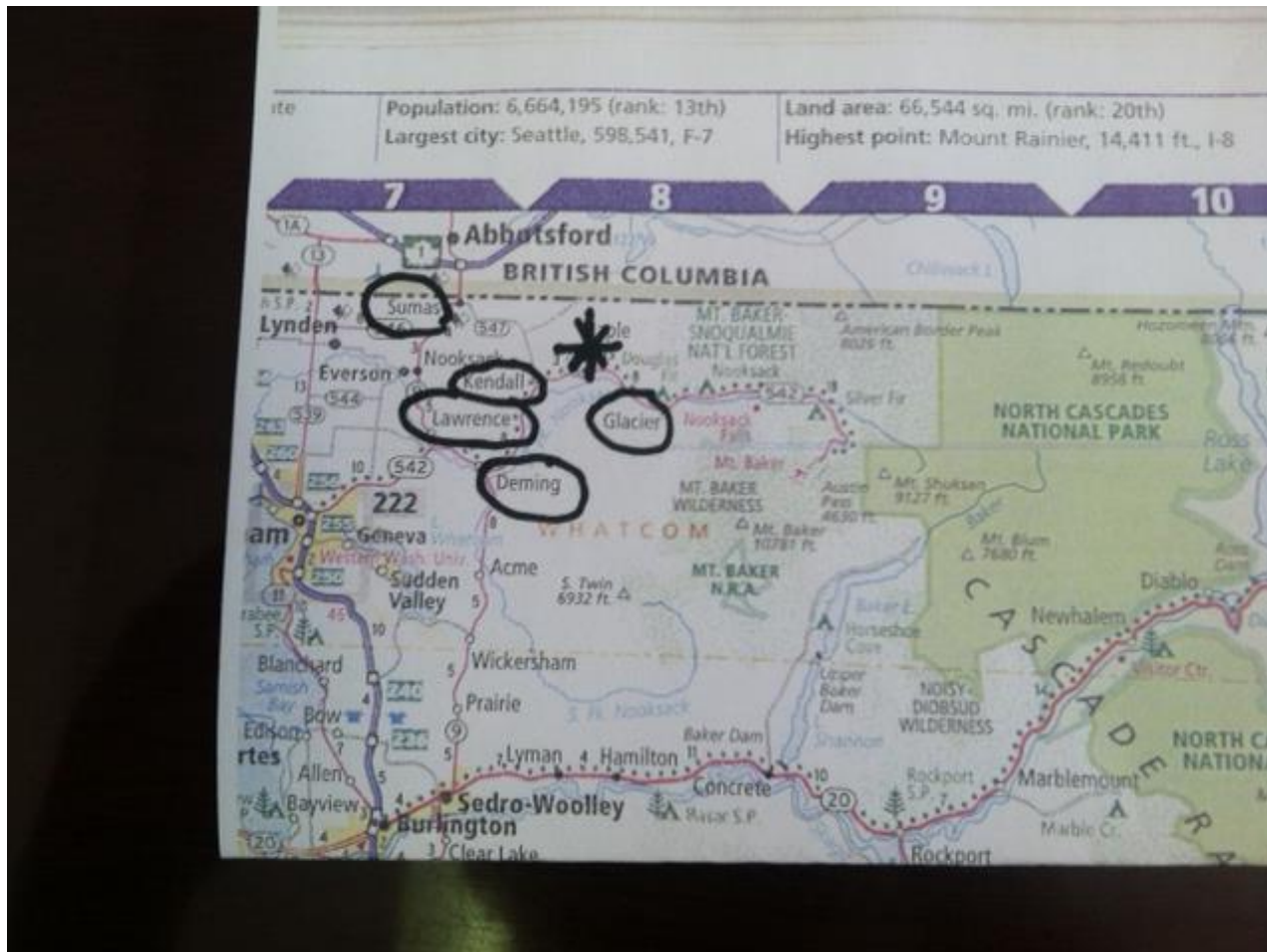
Fair Market Value (FMV)



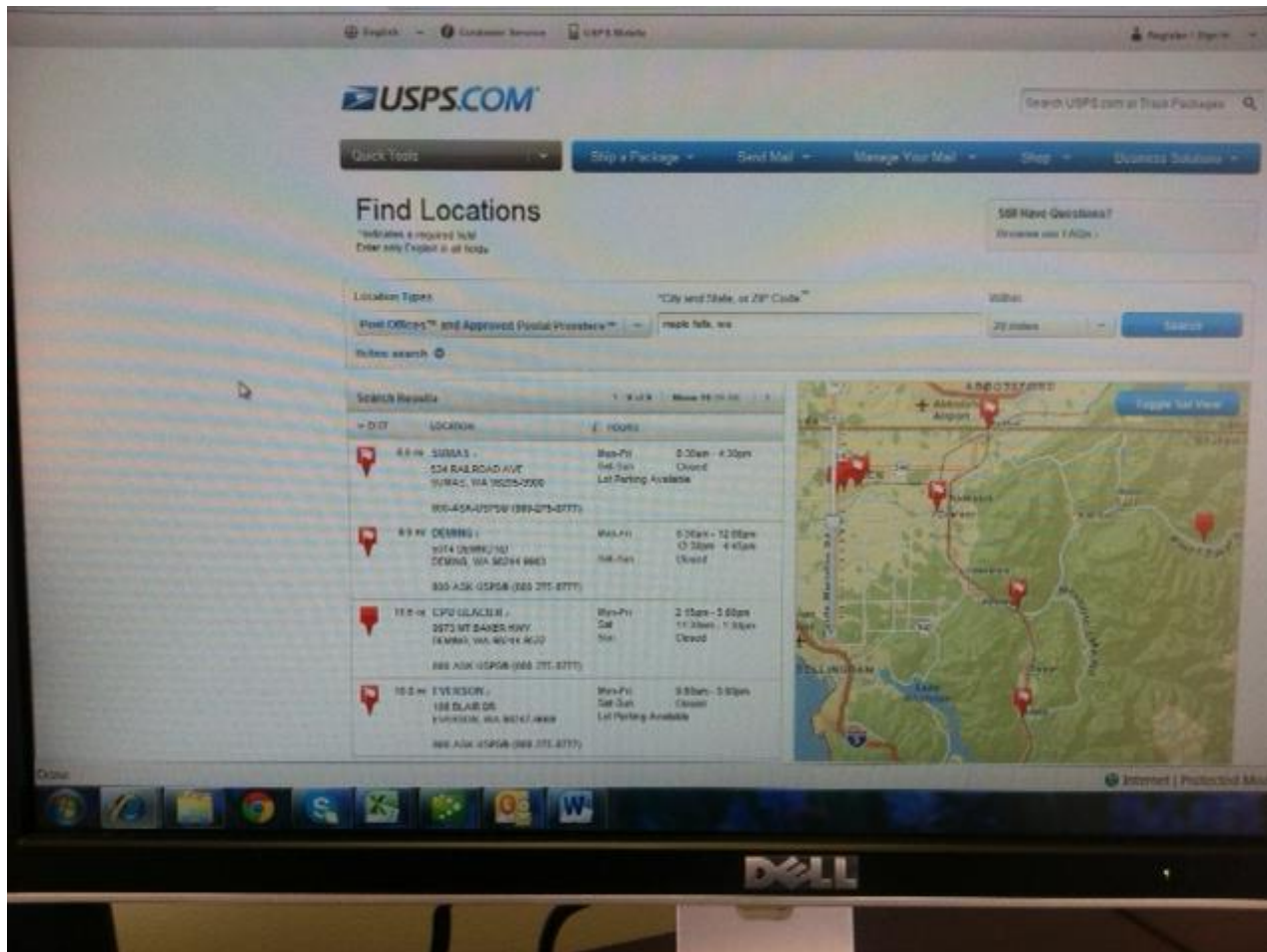
FMV: Town Attributes

- Population of Cedar Ridge, WA: 324 people in 2010
- Serves Mount Baker, WA (winter/summer resort)
- How does your building rate in town? Similar buildings?
How many churches, schools, banks, etc.
- Commercial Real Estate Broker (Ask for FMV Range)
Misty Mountain Realty
Cedar Ridge, WA
306-239-2093

FMV: Where is My Building?



FMV: Find Comparable Properties



USPS Leased Facility Report (FOIA)

- Go to www.auspl.com
- About Us, Links, USPS Leased Facility Report
- Choose your state, csv file format
- File can be sorted by City, Rent Received, square footage, many more.
- If you have a problem with the file, call the AUSPL office, 800-572-9483.

USPS Leased Facility Site Snapshot

State/Territory Reports

Alabama [CSV](#)
Alaska [CSV](#)
American Samoa [CSV](#)
Arizona [CSV](#)
Arkansas [CSV](#)
California [CSV](#)
Colorado [CSV](#)
And more...

State/Territory Reports

Montana [CSV](#)
Nebraska [CSV](#)
Nevada [CSV](#)
New Hampshire [CSV](#)
New Jersey [CSV](#)
New Mexico [CSV](#)
New York [CSV](#)
And more....

USPS Leased Facility Report

1 Leased Facility Inventory Report

2

3 Report Filter:

4 (Ownership = Leased) And ((Property Status) = Active) And (ST = WA)

5

District	PO Name	Unit Name	Property ID	Property Address	City
Portland	AMBOY	MAIN OFFICE	540336002	21501 NE 399TH ST	AMBOY
Portland	APPLETON	MAIN OFFICE	540392002	448 APPLETON RD	APPLETON
Portland	ARIEL	MAIN OFFICE	540420001	5712 LEWIS RIVER RD	ARIEL
Portland	BINGEN	MAIN OFFICE	540700002	302 W STEUBEN ST	BINGEN
Portland	BRUSH PRAIRIE	MAIN OFFICE	540938002	12012 NE 150TH CIR	BRUSH PRAIRIE
Portland	CAMAS	CARRIER ANNE	541092001	2455 SE 8TH AVE	CAMAS
Seattle	CEDAR RIDGE	MAIN OFFICE	545054002	7392 MOUNT BAKER HWY	CEDAR RIDGE
Seattle	MAPLE VALLEY	ADDITIONAL P	545068004	22017 SE WAX RD	MAPLE VALLEY
Seattle	MAPLE VALLEY	MAIN OFFICE	545068002	22023 SE WAX RD	MAPLE VALLEY
Seattle	MARBLEMOUNT	MAIN OFFICE	545082002	60096 STATE ROUTE 20	MARBLEMOUN
Seattle	MARCUS	MAIN OFFICE	545096002	1309 CIDER ST	MARCUS
Seattle	MARLIN	MAIN OFFICE	545138002	174 N URQUHART AVE	MARLIN
Seattle	MARSHALL	MAIN OFFICE	545152001	9823 S MARSHALL AVE	MARSHALL
Seattle	MARYSVILLE	CARRIER ANNE	545180003	4000 134TH ST NE	MARYSVILLE
Seattle	MATLOCK	MAIN OFFICE	545194002	17490 W SHELTON MATL	MATLOCK
Seattle	MCCLEARY	MAIN OFFICE	544844001	117 S 4TH ST	MCCLEARY
Seattle	MCKENNA	MAIN OFFICE	544858002	9111 350TH ST S	MCKENNA
Seattle	MEAD	MAIN OFFICE	545250002	11616 N MARKET ST	MEAD
Seattle	MEDICAL LAKE	MAIN OFFICE	545264002	322 E GRACE ST	MEDICAL LAKE

wa Cedar Ridge FOIA site 3-12-14

Ready

FMV Worksheet

Comparables

- Using the tools on the AUSPL website auspl.com you are now ready to find comparables in your area.
- Using the following criteria, you will be able to “grade” your property against other properties.

Fair Market Value Worksheet

Comparables

Population of Town

Age of Building

Date Last Renewed

Interior Sq. Ft.

Annual Rent Per Square Feet

Maintenance

Hours of Operation

FMV

The Good, The Bad, The Ugly

- Choose the three closest comparables to your property for this portion of the exercise.
- If you have maintenance on your lease, add \$0.70 per square foot to your rent per year
- If you do not have maintenance, the USPS may deduct up to \$0.70 per square foot.
- We are looking for a weighted adjustment percentage. What is that, you say?

FMV Worksheet

The Good, The Bad, The Ugly

- If you can visit the areas, you also grade the properties on other criteria such as:
- Type of construction
- Type of roof
- Unique attributes of the property
- Location in town
- Size of Parking lot
- Many others

FMV Worksheet

Calculating the Rent

- You will now compare the best three comps against your property based on:
- Interior Sq. Ft.
- Annual Rent per Sq. Ft.
- Total Rent
- The new adjustment percentage
- And you will get:
- Range of Fair Market Value

2014 Conference Fun Facts

- 435 Number of Attendees
- 82 Number of First Time attendees
- 480 Number of bead necklaces
- 6 Number of workshops
- 14 Number of Board Members
- 18 Number of Handouts in Resource Center
- 8 Number of rewrites for this workshop