

AUSPL'S FAIR  
MARKET VALUE  
TOOL KIT



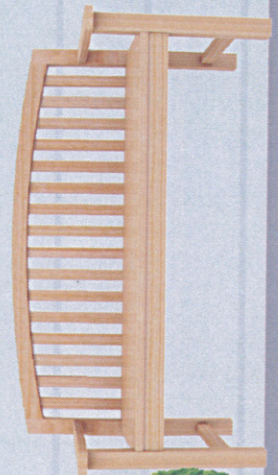
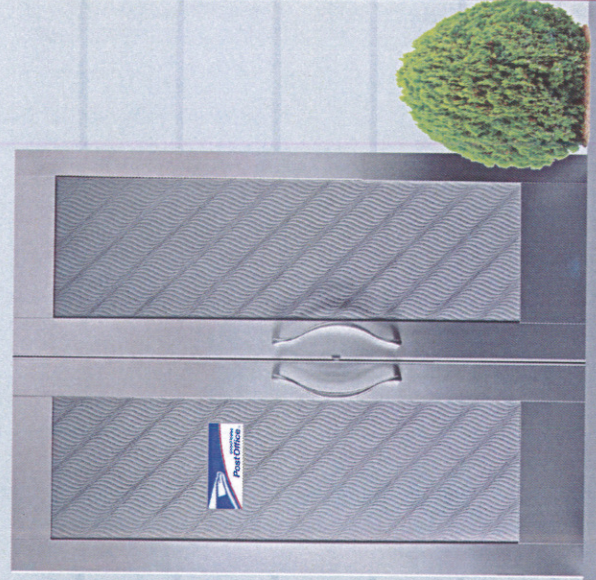
POSTPLAN HOURS OF OPERATION

USPS WEBSITE - RESEARCH



AUSPL WEBSITE FOR FOIA COMPS

LEARN ABOUT THE TOWN



CONTACT LOCAL REAL ESTATE BROKER

KNOW YOUR BUILDING

# AUSPL'S FAIR MARKET VALUE KIT

## Division #1: Know thy Building

Research the condition of your building by completing a thorough inspection or hiring a qualified local handyman or small contractor to do an inspection.

Section A: Are gutters, a/c units maintained?  
Section A.1: Parking lot in good repair?

## Division #3: Local Real Estate Broker

A local commercial real estate broker may have insight into the current rental market, comparable properties and the economy of the town.

Section A: Broker may have a buyer in mind for you.

## Division #5: USPS Website Research

Using the search for a zip code feature, you can find the nearest post offices and their hours of operation as well as Village Post Offices located in stores.

## Division #2: Learn about the Town

Find out about local employers, schools, banking, local government.

Section A: Is Mayor aware of any issues with the post office or postmaster?

## Division #4: AUSPL Website

[www.auspl.com](http://www.auspl.com) Under About Us, Links. You can download the current USPS FOIA site for comparables of other postal properties near your town.

Section A: Call us if you have problems with the site. We are here to help.

## Division #6: Hours of Operation

Know the hours of operation of your building as it may affect the termination clause of your lease.

**ASSOCIATION OF UNITED STATES POSAL LESSORS**

**Fair Market Value Tool Kit**

**March, 2014**

Step 1. Receive letter of intent from CBRE agent. \_\_\_\_\_ (Check)

Step 2. Call CBRE and acknowledge receiving the letter and that you will get back to them with your written proposal. \_\_\_\_\_

Step 3. Look over the Letter of Intent checking for:

- A. Termination Clause \_\_\_\_\_
- B. Commission \_\_\_\_\_
- C. Tenant Improvements \_\_\_\_\_
- D. Lease Rate Amount \_\_\_\_\_
- E. Maintenance Rider changed? \_\_\_\_\_

Step 4. Check out the town your building is in.

- A. Population \_\_\_\_\_
- B. Commercial Realtor in town? Name: \_\_\_\_\_
  - a. Phone: \_\_\_\_\_

*(You may want to call to see what the current market values are in town at this time)*

- C. How does your building rate in town? \_\_\_\_\_ good condition?  
*(Research the condition of your building or hire a qualified local handyman to do an inspection)*

Step 5. What other cities and towns are near my building for comparables?

On auspl.com, under About Us, Links go to USPS Leasing Program

Choose your state, csv file format.

File can be sorted by City, Rent Received square footage and many more.

Problem with the file? Call AUSPL at 800-572-9483.

Comparable No. 1 \_\_\_\_\_

Comparable No. 2 \_\_\_\_\_

Comparable No. 3 \_\_\_\_\_

Comparable No. 4 \_\_\_\_\_

Comparable No. 5 \_\_\_\_\_

Comparable No. 6 \_\_\_\_\_

Step 6. Determining FMV – see worksheet named FMV Worksheet – Comparables. Utilizing the USPS FOIA website you can find the information on the buildings you have determined to be close to yours.

Step 7. You will now complete the FMV worksheet – The Good, The Bad, The Ugly to work toward the weighted adjustment. The weighted adjustment will be a percentage that you determine by considering the aspects of the comparables.

Step 8. Now for the final worksheet – FMV Calculating the Rent. This will give you a midpoint for the range of fair market value.

***Congratulations – you have the range of Fair Market Value to start the negotiating process.***

Fair Market Value Range for my building is \_\_\_\_\_ to \_\_\_\_\_.

AUSPL has professional negotiators on our website to assist, if you prefer. Go to auspl.com, members only.

Call us at 800-572-9483 if you need the user name and password.

FAIR MARKET VALUE WORKSHEET

COMPARABLES

Step 6

	Population of Town	Age of Building	Date Last Renewed	Interior Sq Ft.	Annual Rent per Sq. Ft.	Maintenance	Hours of Operation
Burlington COMPARABLE #1	8,472	1951	4/19/09	3,472	12.28	Shared	8
Clear Lake #1 COMPARABLE #2	1,002	1966	5/7/12	720	8.50	USPS	8
Luring Island #2 COMPARABLE #3	944	1968	5/1/11	697	15.84	Landlord	6
Bow COMPARABLE #4	6,099	1959	11/1/09	1,232	16.29	Landlord	6
Chelan #3 COMPARABLE #5	3,742	1959	6/1/12	4,274	12.87	USPS	8
Grandview COMPARABLE #6	11,012	1964	10/9/12	4,514	13.00	Landlord	6
Cedar Ridge MY PROPERTY	324	1994	4/22/09	4,160	12.92	Shared	8

Step 7

FAIR MARKET VALUE WORKSHEET

The Good, The Bad, The Ugly

	Give points in percentage for good and a negative percentage for less desirable attributes	Maintenance Lessor Or USPS	Weighted Adjustment %
Clear Lake Comparable #1	Construction - Block building with clock tower  Large Lot - 1/2 Acre more  No loading dock - Platform only (3%) Age (10%)  Average = (5% + 4% - 3% - 10%) =	USPS -.70	5%  4%  -13%  -4%
Luring Island Comparable #2	Age  Land Area - small lot 1/2 acre less  Location - next to City Hall  Average = (-8% - 5% + 7%) =	USPS -.70	-8%  -5%  +7%  -6%





Step 8

FAIR MARKET VALUE WORKSHEET  
CALCULATING THE RENT

	Interior Sq Ft.	Annual Rent per Sq. Ft.	Total Rent	Adjustment	Fair Market Value Range
COMPARABLE #1					
Clear Lake	720	8.50	6120.	- 4%	8.16
COMPARABLE #2					
Luring Island	944	15.84	14,953	- 6%	14.88 + .70 = 15.58
COMPARABLE #3					
Chelan	4274	12.87	55,006	- 8%	11.84
My Property					11.86 sq ft
New Rent	4160	x 11.86	= 49,338		
Range of Fair Market Value				=	

**FAIR MARKET VALUE WORKSHEET  
COMPARABLES**

<b>STEP 6</b>	<b>Population of Town</b>	<b>Age of Building</b>	<b>Date Last Renewed</b>	<b>Interior Sq Ft.</b>	<b>Annual Rent per Sq. Ft.</b>	<b>Maintenance</b>	<b>Hours of Operation</b>
<b>COMPARABLE #1</b>							
<b>COMPARABLE #2</b>							
<b>COMPARABLE #3</b>							
<b>COMPARABLE #4</b>							
<b>COMPARABLE #5</b>							
<b>COMPARABLE #6</b>							
<b>MY PROPERTY</b>							

Auspl intends the contents of this document to be educational only and does not guarantee results.  
 AUSPL has professionals on the website available to assist you. [www.auspl.com](http://www.auspl.com)

# FAIR MARKET VALUE WORKSHEET

## The Good, The Bad, The Ugly

<b>STEP 7</b>	Give points in percentage for good and a negative percentage for less desirable attributes	Maintenance Lessor Or USPS	Weighted Adjustment %
Comparable #1			
Comparable #2			

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**FAIR MARKET VALUE WORKSHEET  
CALCULATING THE RENT**

**STEP 8**

Interior  
Sq Ft.

Annual Rent  
per Sq. Ft.

Total  
Rent

Adjustment

Fair Market  
Value Range

**COMPARABLE #1**

**COMPARABLE #2**

**COMPARABLE #3**

**My Property**

**Range of Fair Market Value**

to

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