

Rent Bill Definitions

Header

Agency: occupying agency name.

Bureau: occupying bureau name.

Real Property ID: unique number identifying properties and facilities for which the occupying agency is being billed.

Occupancy Right: Identifies the ownership of the building as being either leased, government-owned, etc.

Region: GSA region responsible for this billing assignment.

CBR No: unique number that identifies each client billing record. (This field is no longer the key driver for this bill) (See OA Number)

Bill for: month and year for which bill charges apply.

Client: For Congressional Bills only (name of Senator/Congressman)

Building Name: Name of building.

Address Line 1: building address.

Address Line 2: building address.

City, State, Zip: building city, state and zip code.

GSA Contact: GSA Regional Government Associate (RGA) name and e-mail address responsible for the OA.

Telephone: Phone number for the RGA associated with the OA.

Account Code: for Intra-governmental (IPAC) agencies, the Department of Treasury number identifying the account of the agency from which the GSA rent charges are drawn. For Billed Office Address Code (BOAC) agencies, the station symbol for the manual production of bills. This information is not available for Intra-Governmental Transaction Exchange (IGTE) customers.

Bill Number: unique number identifying the bill for reference purposes.

OA Number: unique number identifying the occupancy agreement for this bill. (Key driver for this bill)

Body of Bill

1. **Shell Rental Rate:** amount of payment due for occupancy of the building shell. The building shell is a structure in which the house systems are present and operational; however, only perimeter walls are present. It does not include services or alterations. The shell rental rate reflects the amount stated in the occupancy agreement.

a. **Space Type:** predominate use of building or lease. There are three possible spaces types entered on this line. a. General, b. Warehouse, c. Unique.

2. **Amortized Tenant Improvement Used/General:** amount of general tenant improvements provided for the tenant. This rate is the same for all agencies, and is normally amortized over terms set in the occupancy agreement.

3. **Operating Cost:** the cost of operating a property at a standard level of service, including both the cost in the lease and any separate contract costs for providing operating services to the premises. This cost will be adjusted annually for escalation if the lease reflects that provision.

4. **Real Estate Taxes:** reflects real estate taxes due in the current year, based on the terms of the lease as specified in the occupancy agreement. Lump sum adjustment payments will appear on line 14a or 14b as they are processed.

A. **Market Rent SubTotal:** used by agencies and others to compare with commercial rents, as it is intended to reflect only market comparable standards charges and uses.

5. **Amortized Tenant Improvement Used/Customization:** actual cost of tenant improvements as amortized in the lease, less the line item for Amortization of General Component of Tenant improvement allowance used. It is added after market rent as it is a reflection of special needs of the agency, is not part of market comparable space and, is normally amortized over term set in the occupancy agreement.

6. **GSA-Installed Building Improvements:** agency share of amortized costs for building improvements installed by GSA (e.g., Heating, Ventilation and Air Conditioning upgrades) over and above what is stated in the lease contract.

7. **Building Security Features:**

d. **Building Specific Amortized Capital:** amortized capital costs for building specific furniture, fixtures and equipment (e.g. magnetometers, x-ray machines, closed circuit cameras and monitors, etc.)

8. **Extra Services:** No longer applicable under OA Billing

9. **Parking:** charges for available parking, if not already included as part of Shell Rental Rate. The annual rate reflects rate per space.

a. **Structured (number of spaces):** number of parking spaces under cover (e.g. garage).

b. **Surface (number of spaces):** number of parking spaces without cover (e.g., parking lot).

10. **Rent Charges for Other Space:** charges for other types of space, such as wareyards, bridges, helipads, etc. This line item will be itemized by category.

11. **PBS Fee:** amount charged to an agency to cover GSA costs associated with lease acquisition, property management services and indemnification from risks that GSA assumes, most notably the risk of vacancy. This item will be automatically recalculated by the OA tool system, if square footage changes are made.

B. **Agency Rent SubTotal:** Subtotal of line items 5-11.

12. **Pro Rata Joint Use Charges:** reflects the agency's proportionate share of building or facility space available for the use of all tenants. Joint use charge are calculated based on the percentage of space the agency occupies in the building or facility compared to the total space available for occupancy on the building or facility.

a. **Building Amenities:** charge for joint-use space such as cafeteria, health units, etc.

b. **Structured Parking:** charge for spaces under cover that are available for use by all building tenants such as visitor parking.

c. **Surface Parking:** charge for spaces without cover that are available for use by all building tenants such as visitor parking.

C. **Joint Use SubTotal:** total charges for joint-use building amenities space, surface parking and structured parking.

D. **Total Monthly Rent (A+B+C):** total or market rent charges, agency rent charges (or credits), and joint use space. (Object class 23.1 relates to OMB Cir., A-11, Sec 54, Exhibit 54)

13. **One-Time Payments:** charge for one-time services

a. **Rent Rebate-** see 41 CFR 102.85.160

14. **Billing Adjustments & Corrections:** modifications to the bill to either correct errors in the previous billing cycles, or to reconcile total rent billed because of rent exemptions, caps, or trust fund adjustments, lump sum tax adjustments.

a. **Current Year xx-Explanation from OA bill adjustment:** credit or charge from OA errors that took place in the current fiscal year.

b. **Prior Year xx- Explanation from OA bill adjustment:** credit or charge from OA errors that took place in the prior fiscal year.

c. **Rent Exemption Expires:** xx/xx/xx: credit for agencies exempt from paying rent, and the date the exemption will expire.

d. **Administrative Adjustment:** adjustments given to agencies for specific rent charges. The adjustment is posted as a percentage of specific rent charges for an OA.

e. **TrustFund Agency Adjustment:** Credit or debit for trust fund agency. These adjustments are posted as the percentage of specific rent charges for an OA. These adjustments are posted only OA's in Federal Buildings (occup. right 1, 4, and 5).

E. **Adjustments SubTotal:**

F. **Total Rent Bill (D+E):**

15. **Antenna:** license fees for rooftop antennas. Itemized by category.

b. **Antenna Adjustments – Current Year:** OA adjustment for current year antenna charge

c. **Antenna Adjustments – Prior Year:** OA adjustment for prior year antenna charge

G. **Total Antenna Bill:** (object class 25.3 - relates to OMB Cir., A-11, Sec 54, Exhibit 54)

16. **Reimbursable Services:** costs for extra services (e.g. 24-hour operation of a computer room) Itemized by Services

a. **Overtime Utilities:** charges for (e.g. gas, electricity, steam, coal, oil & chilled water)

b. **Enhanced Custodial Services** (e.g. daytime or special cleaning)

c. **Mechanical O&M – HVAC**

d. **Mechanical O&M – Others**

e. **Adjustments – Current Year:** bill adjustments for reimbursable services

f. **Adjustments – Prior Year:** bill adjustment for reimbursable services.

H. **Total Reimbursable Services Bill:** (Object class 25.3 - relates to OMB Cir., A-11, Sec 54, Exhibit 54)

I. **Total PBS Bill (F+G+H)**