# HOLD vs. SELL OFFICE BUILDING USA EXAMPLE

# INTRODUCTION

This example illustrates Hold versus Sell Analysis.

The Investit Pro Template used is "Hold vs. Sell Office Monthly"

This practice example consists of three sections;

- 1. The input information for the project
- 2. Instructions for entering the data
- 3. Sample reports and conclusions

# HOLD versus SELL EDUCATIONAL VIDEO

A free educational video and manual is available on the Investit Online Learning Center.

## EXAMPLE

An investor has owned Plaza 500 for 7 years and needs your help in deciding whether to hold the property for another 10 years or sell. The investor's Desired Return (IRR) is 13.00% before tax.

The best approach for Hold vs. Sell decisions is to carryout after tax analysis. If the investor sells today they will have to pay Capital Gains Tax and Recaptured Depreciation Tax which can influence the decision as to whether to sell or keep the property.

## **PROJECT INFO. Folder**

Property Name: Plaza 500 Description: 15,000 Sq. Ft Office Building Starting Date: Year 1 Jan Building Area: 16,500 Sq Ft Total Rentable Area: 15,000 Sq. Ft Usable Area: 12,750 Sq. Ft Analysis Period: 10 Years

#### **INVESTOR** Folder

Marginal Tax Rate: 35.00% Capital Gain Rate: 15.00% Recaptured Deprec. Rate: 25.00% Discount Rate Before Tax: 13.00% Short Term Rates before Tax for calculating the Modified Internal Rate of Return (MIRR) Financing Rate: 7.000% Reinvestment Rate: 2.00%

## **INVESTMENT** Folder

#### Investments made prior to the Analysis Start Date

In order to calculate the annual depreciation during the Analysis Period we need to enter previous investments in the building or improvements (excluding the land which is not depreciated), the depreciation method and when the investment was made.

In this example, the property was acquired 7 years ago and the value assigned to the building (or improvements) was \$2,800,000. In order to continue the depreciation claims and reduce taxable income during the analysis period the following information is entered in the Investment Folder

## Investments made prior to the Analysis Start Date

Description: Land. Original Value: \$700,000 when acquired 7 years ago. Investment: Exists

Description: Building Undepreciated Value Value of Asset when acquired 7 years ago: \$2,800,000 Depreciation Method: Commercial Prop. St Line Original Recovery Period: 39 years How Long Ago: 7 years 0 months Investment: Exists

#### **Investments made after the Analysis Start Date**

Investments made on or after the Analysis Start Date are entered in the Investment Folder. In this example, the roof is being replaced in year 3 Jan for \$200,000 in is depreciated using "Commercial Prop. St Line"

Description: Roof Replacement Amount: \$200,000 Year 3 Jan Depreciation Method: Commercial Prop. St Line Investment: New

#### **Sell Now Inputs**

The following information is used to calculate the sales proceeds before and after tax if the property was sold today.

Sale Price: \$4,200,000

**Important Note:** The sale price would include the current balance in the Replacement Reserve Account of \$270,000 which is included in the Sale Price of \$4,200,000

Repayment of existing Mortgages: \$2,623,720 (This is the outstanding balance of the mortgage)

Selling Expenses Real Estate Commissions: 4.50% of Sale Price Selling & Legal Expenses: 1.50% of Sale Price

Income Taxes paid on Sale: \$500,000 which includes Capital Gain and Recaptured Depreciation tax. This information would come from the owner's accountant.

# **REPLACEMENT RESERVES Folder**

Mortgage insurance agencies, conventional lenders and lenders following HUD guidelines often require that Replacement Reserves be established and maintained in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items such as the roof.

Opening Balance: \$270,000.

(This is the amount in the Replacement Reserve Account on the Analysis Start Date)

Interest Rate: 2.50%

Amounts added to the Replacement Reserve Account Year 2 Jan: \$75,000

Amount withdrawn from the Replacement Reserve Account Roof Replacement: Year 3 Jan: <\$200,000>

## **EXPENSES** Folder

Operating expenses paid for by the investor such as taxes, insurance, maintenance, property management etc

## TIM's

\$8.00 per Sq. Ft per Yr for the first 12 months then increasing at 3.00% per Yr compounding

## **REVENUE** Folder

## Base Rent

\$20.00 per Sq. Ft per Yr for the first 12 months then increasing at 3.00% compounding per year

#### **Recoverable Expenses**

\$7.25 per Sq. Ft per Yr paid monthly for the first 12 months then increasing at 3.00% compounding per year

# VACANCY Folder

No vacancy

# **FINANCING** Folder

#### **Existing First Mortgage**

Status: Pre-existing mortgage or financing
Type: Standard Mortgage
Original Mortgage: \$3,000,000, 7.50%, 25 year amortization taken out 7 years ago
Current Outstanding Balance: Year 1 January: \$2,623,720 (This is the outstanding balance of the existing first mortgage on the Analysis Start Date)
Time Period: 18 years
Amortization: 18 years (The remaining Amortization Period)
Interest Rate: 7.50%

# SALE Folder

# **Real Estate Commissions**

5.00% of Sale Price

#### **Selling Expenses**

Selling Expenses: 2.00% of Sale Price Legal Fees: 1.00% of Sale Price

# Sale Price

Base on a Cap Rate of 7.50% using the Income for the year following the Sale i.e., based on the Income & Expenses for Year 11.

## **INSTRUCTIONS FOR ENTERING THE HOLD vs. SELL ANALYSIS**

## **Selecting the Template**

The first step is to open Investor Pro and select the "Hold v Sell Office Monthly" template as follows:

- 1. Open Investor Pro.
- 2. Select the New Project Folder then select the Investit Template folder

Investit Templates	
Select Template for New Project	
E Hold Versus Sell Yearly	•
Hold v Sell Commercial Yearly	
Hold v Sell Mixed Use Yearly	
Hold v Sell Rental Units Yearly	
Hold v Sell Retail Yearly	
Hold Versus Sell Monthly	
Hold v Sell Indust + Rent Roll Monthly	
Hold v Sell Indust Monthly	
Hold v Sell Mixed Use + Rent Roll Monthly	
Hold v Sell Mixed Use Monthly	
Hold v Sell Office + Rent Roll Monthly	
Hold v Sell Office Monthly 🗲	
Hold v Sell Rental Units + Rent Roll Monthly	_
Hold v Sell Rental Units Monthly	
Hold v Sell Retail + Rent Roll Monthly	
Hold v Sell Retail Monthly	
🖃 Lease Analysis Landlord	
Lease Analysis Landlord Indust Multiple Spaces	
Lease Analysis Landlord Indust Single Space	

- 3. Select and open the Investit template "Hold v Sell Office Monthly" The analysis period dialog will open at this point.
- 4. Enter 10 years and click OK



# **PROJECT INFO Folder**

- 1. Enter the Property Name: Plaza 500
- 2. Enter Description: 15,000 Sq. Ft Office Building
- 3. Enter Building Area: 16,500 Sq. Ft
- 4. Enter Rentable Area: 15,000 Sq. Ft
- 5. Enter Usable Area: 12,750 Sq. Ft

The completed Project Info. Folder

Project Info.	Investor	Investment	Replacement Reserve	Expenses	Revenue	Vacancy	Financing	Sale
Report H Property Descript Analysis Entry Infr Enter Re Starting I Calculate © Potent	leaders Name Pla ion 15 Time Period 10 Years ormation evenue and Expe Date January Y e Financial Mea tial Gross Incom	aza 500 ,000 Sq. Ft Offic Change A enses Monthly ear 1 sures based on re	e Building Analysis Time Pe Change Entry ective Gross Inco	eriod	Building Building Are Office Rentable Area (Add On Fac	a ( a ( tor v (	+ 16,500 S + 15,000 S + 12,750 S 17.65%	q. Ft q. Ft q. Ft

## **INVESTOR Folder**

1. Enter the Discount Rate Before Tax: 13.00%

Notes:

The Discount Rate is used to calculate the Net Present Value The program automatically calculates the Discount Rate after Tax

 Enter Short Term Rates Before Tax (For calculating the Modified Internal Rate of Return) Financing Rate: 7.00% Reinvestment Rate: 2.00%

The completed Investor Folder

Project Investor Investment Replacement Expense	s Revenue	Vacancy	Financing	Sale
Turn off Tax Calculations Tax Rate Investor's Marginal Tax Rate Capital Gain Tax Rate Recaptured Depreciation Tax Rate Discount Rate or Desired Return on Investment Before Tax After Tax Calculates automatically	Short Te Before Financi Reinves After Ta Financi Reinves	rm Rates Tax ng Rate stment Rate ax ng Rate stment Rate	$\begin{array}{c} \hline } 7 \\ \hline } 7 \\ \hline } 2 \\ \hline } 2 \\ \hline } 4 \\ \hline } 1 \\ \hline } matically \\ \end{array}$	.000% .000% .550% .300%

# **INVESTMENT** Folder

There are three entries to be made in the Investment Folder

- 1. Land. Original Value \$700,000
- 2. The original investment in the building for \$2,800,000 made 7 years ago. This is needed to develop the Depreciation claims during the Analysis Period
- 3. Replacement of the roof in Year 3 Jan for \$200,000

## Entering the original investment in the building of \$2,800,000 made 7 years ago.

Description: Existing Investment Building--Investment "Exists" Value of Asset when Acquired: \$2,800,000 –Investment "Exists" Depreciation Method: Commercial Property. St Line Original Recovery Period: 39 years How Long Ago: 7 years 0 months Investment: Exists



## **Entering Investments made during the Analysis Period**

Investments made on or after the Analysis Start Date are entered in the Investment Folder. In the example the roof is being replaced in year 3 Jan for \$200,000 and is depreciated using "Commercial Prop. St Line"

Description: Roof Replacement Amount: \$200,000 Time: Year 3 Jan Depreciation Method: Commercial Prop. St Line Investment: New

Enter in the Investment Folder as follows;

Project Investor Investment Rep	lacement E	xpenses	Rev	enue Vacancy	Financing	Sale				
Investment Losses Active Investor. No Loss Limitation										
Inflate										
Description	Amount	Year	Month	Depreciation Method	Recovery Period [yrs]	Investment New Exists				
Land. Original Value	\$ 700,000	Year 1	Jan	Land (No Deprec.)	1	00				
Building. Undepreciated Value	\$ 2,300,451	Year 1	Jan	Commercial Prop. St Line 🔄	32.00	0 0				
Roof Replacement	\$ 200,000	Year 3 🖃	Jan 🖃	Commercial Prop. St Line 🛓	39.0	0 0				
T <sub>Enter</sub> Er	nter	↑ Select		Select	Select	1				

# **Replacement Reserve Account**

Interest Rate: 2.50%

Existing Replacement Reserve: \$270,000. (The balance in the account on the Analysis Start Date)

Amounts added to the Replacement Reserve Account

Year 2 Jan: \$75,000 Enter as a positive number because it's adding \$75,000 to the account

Amount withdrawn from the Replacement Reserve Account Roof Replacement: Year 3 Jan: <\$200,000> Enter as a negative number because it's withdrawing \$200,000 from the Replacement Reserve account

- 1. Enter the Interest Rate: 2.50%
- 2. Enter the Existing Replacement reserve on Analysis Start Date: \$270,000
- 3. Enter the addition to the account Year 2 Jan :\$75,000

Project Info. Investor	ect o. Investor Investment <mark>Replacement</mark> Expenses Revenue Vacancy I											
Interest Rate -> 2.500%	Interest Rate 2.500% Existing Replacement Reserve: >\$ 270,000											
Replacement Reserve												
Description	Entry Choice	Year 2 Jan	Year 2 Feb	Year 2 Mar Yea	ar 2 Apr Ye							
Replacement Reserve	Add or Subtract (-) Replacement Reserve	\$ 75,000	\$0	\$0	\$0							
Roof Replacement	Add or Subtract (-) Replacement Reserve	<b>\$</b> 0	\$0	<b>\$</b> 0	\$0							
Enter addition to the R	eplacement Reserve Account in Year 2 J	an for \$75,000										

# 4. Enter Roof Replacement \$200,000. This is withdrawal. Enter as a negative value

Project Investor	Investment Replacement Expenses Revenue Vacancy Financing										
Interest Rate 2.500%	Interest Rate 2.500% Existing Replacement Reserve: \$ 270,000										
Replacement Reserve											
Description	Entry Choice	Year 2 Oct	Year 2 Nov	Year 2 Dec Y	ear 3 Jan Ye						
Replacement Reserve	Add or Subtract (-) Replacement Reserve	<b>\$</b> 0	\$0	\$0	\$0						
Roof Replacement Add or Subtract (-) Replacement Reserve 🖃 \$0 \$0 \$0 🛦 -\$											
Roof Replacement Year 3 Jan for \$200,000 This is a withdrwal from the account. Enter as a negative value											

# **EXPENSES** Folder

Operating expenses paid for by the investor such as taxes, insurance, maintenance, property management etc

#### TIM's

\$8.00 per Sq. Ft per Yr for the first 12 months then increasing at 3.00% per Yr compounding

- 1. Enter "TIM's" as the description in the first row
- 2. Select the Entry Choice "\$ per Unit of Total Rentable Area per Yr
- 3. Delete the remaining rows

Project Info. Investor	Investment Replacement Ex	penses	Revenue		Vacancy	/ Financi	ng Sal	e		
Expenses Change description to "TIM's"										
Description	Entry Choice		Qty	NOI	Year 1 Jan	Year 1 Feb	Year 1 Mar	Ye		
TIM's	\$ per Unit of Total Rentable Area (Office) per Yr	<u> </u>	15,000		\$ 0.00	\$ 0.00	\$ 0.00			
Instrume	Amount		—	$\overline{}$	\$0	\$0	\$0			
Maintenance	Amount	<b>_</b>	—	$\overline{}$	\$0	\$0	\$0			
Utilities	Amount	<b>_</b>	—	$\mathbf{V}$	\$0	\$0	\$0			
Preperty Management	% of Effective Gross Income	<b>_</b>	—	$\mathbf{\overline{v}}$	0.00%	0.00%	0.00%			
Delete these	Select	Entry C	hoic	e						

#### The completed screen

Project Info.	Investor	Investment	Replacement Reserve	Expenses	Revenue		Vacancy	/ Financi	ng Sal	le	
<ul> <li>Expenses</li> </ul>	Expenses										
Description Entry Choice					Qty	NOI	Year 1 Jan	Year 1 Feb	Year 1 Mar	Ye	
TIM's		\$ per Unit of Total Rei	ntable Area (Office) p	er Yr 🔄	15,000		\$ 0.00	\$ 0.00	\$ 0.00		

Enter and project the expenses using Projection Wizard

- 1. Click on the "Projection Wizard" button Projection Wizard
- 2. Complete the Projection Wizard as follows by entering "\$8.00 per Sq. Ft per Yr for the first 12 months then increasing at 3.00% per Yr compounding as follows;

👍 Projection \	Wizard									
Entry Information										
Description:	TIM's									
Entry Choice: \$ per Unit of Total Rentable Area (Office) per Yr										
Projections										
				Start	Date	Ti	me Per	iod		
Paid		Project Entry Using	Entry	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
Monthly for 12 M	1onths 🔟	Annual Compounding 📃 🗾	\$ 8.00	Year 1 🗾	Jan 🗾	~	11 🖃	0 🖃	3.00%	
Select	1	A Select	♠Enter			40	heck		Enter	

3. Click "OK" to save the projection and return to the Expenses Folder

# **REVENUE** Folder

The revenues are;

#### Base Rent

\$20.00 per Sq. Ft per Yr for the first 12 months then increasing at 3.00% compounding per year

#### **Recoverable Expenses**

\$7.25 per Sq. Ft per Yr paid monthly for the first 12 months then increasing at 3.00% compounding

1. Set up the Revenue Template as shown below.

Project Info. Investor	Investment Replacement Expenses	Revenue	Vacancy	/ Financi	ng Sali	e
Revenue						
Description	Entry Choice	Qty NOI	Year 1 Jan	Year 1 Feb	Year 1 Mar	Ye
Base Rent	\$ per Unit of Total Rentable Area (Office) per Yr 🛛 🖃	15,000 🔽	\$ 0.00	\$ 0.00		
Free Rent	% of Rent	—	0.00%	0.00%	0.00%	
Recoverable Expenses	\$ per Unit of Total Rentable Area (Office) per Yr 📃 🗾	15,000 🔽	\$ 0.00	\$ 0.00	\$ 0.00	
Set up the row	ws and then use "Projection Wizard" to e	nter the proje	ctions			

2. Using Projection Wizard enter and project the Base Rent

12 Projection	Wizard									
Entry Informat	ion									
Description:	Description: Base Rent									
Entry Choice:	\$perUn	iit of Total Rentable Area (Off	ice) per Yr							
Projections										
				Start	Date	Ti	me Per	iod		
Paid		Project	Entry	Vaar	Month	То	Vre	Mos	Increase	Cont Proi
Faiu		Entry Using	Linu y	real	Monut	End	115	MUS	Increase	CONL. PTOJ.
Monthly for 12 I	Months 🔟	Annual Compounding	\$ 20.00	Year 1 💌	Jan 🗾	<b>V</b>	11 🖭	0 🔳	3.00%	
Select		Select	Enter		Check	<b>1</b>			Enter	

3. Using Projection Wizard enter and project the Recoverable Expenses

🔓 Projection W	/izard					_				
Entry Informatio	n									
Description:	Description: Recoverable Expenses									
Entry Choice:	\$ per Un	iit of Total Rentable Area ((	Office) per Yr							
Projections										
				Start	Date	Ti	me Per	iod		
Paid		Project	Entry	Vear	Month	То	Vre	Mos	Increase	Cont Proi
Paid		Entry Using	Critity	rear	Monut	End	115	mos	inci case	Cont. Proj.
Monthly for 12 Mo	onths 🔟	Annual Compounding	\$ 7.25	Year 1 🗾	Jan 🗾	2	11 🗾	0 🔟	3.00%	
Select		Select	Enter		Check	1			Enter	

# VACANCY Folder

No vacancies to be entered

## **FINANCING Folder**

## **Existing First Mortgage**

Status: Mortgage already exists Type: Standard Mortgage Year 1 January 1, \$2,623,720 (This is the outstanding balance of the existing first mortgage) Time Period: 18 years Amortization: 18 years (The remaining Amortization Period) Interest Rate: 7.50%

Setting up a mortgage

- 1. Click on the Financing folder tab
- 2. Click on the Add Mortgage button Add Mortgage Edit Mortgage Delete Mortgage Move then;
- 1. Select "Mortgage already exists" button
- Type: Use "Standard Mortgage"
   Amount box: \$2,623,720
- 4. Description box: "Original First Mortgage"
- 5. Time Period box: 18 Years
- 6. Amortization box: 18 Years
- 7. Nominal Interest Rate box: 7.50%

Mortgage						
Mortgage Details         1. Select           O New Mortgage         • Mortgage already exists	- <b>Terms</b> : No of (	and Amortiz Balloon) Ter	ation Details	<b>;</b>		
Analysis Period: Year 1 Jan to Year 10 Dec Commencing Year 1 💌 Month January 💌	Term No	Time F Years	Period Months	Amort Years	ization Months	Nominal Interest Rate
Type Standard Mortgage Amount 2. \$ 2,623,720 Interest Rate Fixed		4. <b>1</b> 8	0	5.	0	6. <b>7</b> .500%
Description Original First Mortgage - 3. Enter						
Mortgage Settings       Payment Frequency     Monthly       Additional Payments/Borrowing						
Payment Rounded Up to Nearest Cent Compounding Frequency Monthly						
<u>Q</u> K Com <u>p</u> ute <u>F</u> ill Down	n	<u>C</u> ancel		<u>H</u> elp		Co <u>m</u> ments

Comput<u>e</u> 8. Press the button

9. Press the OK button to return to the Financing folder

Project Info.	Investor	Investment	Replaceme Reserve	nt Expenses	Revenue	Vacancy	Financing	Sale
- Mortga	ge (Borrowing) -							
	De	scription		т	уре	Amount	Start Date	•
Original	First Mortgage			Standard Mortgage		\$ 2,623	,720 Year 1 Jan	

## The completed Financing Folder

# SALE Folder

# Real Estate Commissions: 5.00% of Sale Price

#### Selling Expenses

Selling Expenses: 2.00% of Sale Price Legal Fees: 1.00% of Sale Price

## **Sale Price**

Base on a Cap Rate of 7.50% using the Income for the year following the which is year 11.



Save the project

# **CONCLUSION & RECOMMENDATIONS**

The best reports for deciding whether to hold or sell the property today is the "Net Cash Flow Hold versus Sell After Tax" report and the Graph "Hold v Sell NPV After Tax" which are shown below.

<u>Reports</u> Tools <u>U</u> tilites Investit Activat	tion <u>H</u> elp	
🖨 Print Reports	Ctrl+R	
Export Reports to Excel	Ctrl+E	
Export Reports to PDF	Ctrl+D	
General Information Reports	•	
Income & Expense Statement	•	
Operating Cash Flow	•	
Net Cash Flow Hold versus Sell	• • •	Before Tax
Present Value Appraisal	÷.	After Tax 🚽 🗕
Revenue Calculations	•	Before Tax. For IRR & NPV Calulations
Expense Calculations	•	After Tax. For IRR & NPV Calulations

# Net Cash Flow. Hold versus Sell (After Tax ) Report

This report takes the "Net Cash Flow from Holding" and subtracts the "Sell Now. Sales Proceeds" to get the cash flow difference between Hold vs. Sell and shows the financial return (Internal Rate of Return) of holding compared to selling today, which is 14.128%



# **Conclusion.**

In this example, the results suggest that the owner would be financially better of holding rather than selling the property because the Internal Rate of Return (IRR) after tax of 14.128% is higher than the desired Internal Rate of Return (IRR) of 8.45% after tax.

# Graph. Hold vs. Sell NPV After Tax

A very helpful graph is the "Hold vs. Sell NPV After Tax" graph which enables you to determine whether to "Hold" or "Sell" based on the Investor's Desired Return (IRR) after tax.

The basic question is "If the building was sold today, and the after tax sales proceeds invested, what return (IRR) after tax would be achieved?"

For the following example, if the after tax return (IRR) is less than approximately 14.00% the property should be kept. On the other hand, if the after tax sales proceeds can be invested for more than approximately 14.00% (IRR) after tax, the property should be sold.

#### Example:

The Investor is considering selling the building today and investing in a second mortgage yielding 10.00% after tax. Should he sell? The answer is 'No" he should keep the building because the Net Present Value (NPV) of holding at 10.00% after tax is approximately \$1,187,500 compared to \$824,280 if the building is sold.

On the other hand, if he can sell the building and invest the sales proceeds after tax at 16.00% he would be better off selling because the Net Present Value (NPV) at 16.00% after tax is approximately \$824,280 compared to \$700,000 achieved by holding the property for another ten years.



## Before & After Tax Analysis

Hold versus Sell analysis should always be carried out after tax to take into account the capital gain and recaptured depreciation taxes paid on sale.

Before and after tax analysis can yield different results.

For the example the before tax analysis recommends selling the building and the after tax analysis recommends keeping the property.

The before and after tax results for this example are;

Hold versus Sell Analysis	Before Tax Analysis	After Tax Analysis		
Minimum Desired Return				
(Internal Rate of Return)	13.00%	8.45%		
	Financial Results			
Internal Rate of Return (IRR)	11.916%	14.128%		
Net Present Value	<\$118,121> at 13.00%	\$562,498 at 8.45%		
Sales Proceeds				
Sale Price	\$4,200,000	\$4,200,000		
Less: Real Estate & Legal Fees	252,000	252,000		
Repayment of Mortgage	2,623,720	2,623,720		
Sales Proceeds (Before Tax)	\$1,324,280	\$1,324,280		
Less: Income Taxes paid on sale		500,000		
Sales Proceeds (After Tax)		\$ 824, 280		
	Consider selling because the	Consider holding because the		
Recommendation	Net Present Value at 13.00%	Net Present Value at 8.45%		
	before tax is negative	after tax is positive		

For this example the Net Sales Proceeds before tax are \$1,324,280 compared to \$824,280 after tax. The before tax analysis suggests selling the building but when the taxes paid on sale of \$500,000 are taken into account, the recommendation is to keep the property.

# Hold versus Sell Video

A free educational video and manual is available on the Investit Online Learning Center