Office Building Business Plan

Spree Office

DOCUMENT GUIDE

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A complete business plan and its supporting financial model.

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Decision and scope

A proposed acquisition of an existing five-suite office property in Berlin. This plan supports a launch funding decision and clearly separates researched law from unvalidated commercial assumptions.

No founder credentials, contracts or funding commitments have been supplied. All financial outputs are planning estimates. Acquisition requires verified title, leases, tenant deposits, legal use and physical condition.

01 / OVERVIEW

Executive summary

Berlin conventional commercial office letting

Spree Office is a proposed German property company acquiring one existing Berlin office building with 3,000 lettable square metres split into five 600 square metre suites. The EUR 8 million asset price is an underwriting assumption, not an identified listing. The plan tests a ten-year hold from January 2027 through December 2036, including staggered lease expiry, downtime, fit-out, collections, deposits, owner pay and debt. Investment approval depends on a verified rent roll, lawful office use, building condition and committed funds. An indicative residual sale value is disclosed separately and cannot finance operating deficits. Base 2027 rent is EUR 648,000, EBITDA EUR 381,960 and net result EUR (9,400). Minimum unrestricted cash is EUR 545,176. Base covers the EUR 250,000 reserve, but Downside has an unfunded cash deficit of EUR 1,990,645. Proceed only with target evidence and a downside funding solution.

Decision	Condition before purchase
Asset	Five suites with survey-confirmed legal lettable area
Income	Original and future leases assumed; none signed
Finance	EUR 6.5m equity and EUR 3m debt proposed
Approval	Cash reserve and downside funding must be covered

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

02 / BUSINESS

Business details

Berlin conventional commercial office letting

Spree Office is a working name for a proposed German GmbH. No incorporation, address, shareholder identity, property title or bank account has been verified. The company would own the building directly and administer commercial leases. It does not offer third-party brokerage, serviced offices, hospitality or development. The model assumes an asset purchase without inherited corporate liabilities. Counsel and tax advisers must confirm acquisition structure and the commercial leases before commitment.

Field	Status
Working name	Spree Office
City currency	Berlin Germany EUR
Legal entity	GmbH proposed registration pending
Property address	No target supplied
Ownership funds	Unverified equity proposal

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

03 / STRATEGY

Business concept and objectives

Berlin conventional commercial office letting

Operate ordinary office suites for teams wanting exclusive premises and multi-year occupancy. Existing lawful use and leases must be confirmed rather than inferred from the concept. Five independently lettable suites reduce dependence on one occupier but still create concentration risk. Priorities are tenant continuity, accountable maintenance and funded lease rollover. No purchase is approved from the forecast alone.

Stage	Objective
Before completion	Reconcile every lease invoice deposit and title condition
First quarter	Resolve safety defects and agree maintenance calendar
Years 1 to 3	Track rent collections and first two lease rollovers
Years 4 to 10	Fund renewal capex and repeated lease maturities
Exit	Independent valuation and buyer evidence before disposal

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

04 / STRATEGY

Business model canvas

Berlin conventional commercial office letting

The company earns contractual office rent and pays property operating costs directly. Utilities within tenant suites may be separately contracted by tenants only if supported by the actual lease. The forecast credits no service-charge recovery, parking or ancillary revenue. Fit-out and leasing commissions consume cash when new contracts begin.

Block	Design
Customer segments	Existing commercial occupiers and replacement teams
Value proposition	Exclusive office premises and documented building service
Channels	Retained leases local brokers targeted listing
Relationships	Paid manager handles billing repairs renewal
Revenue	Commercial office rent only VAT exemption assumed
Resources	Title building cash maintenance systems lease records
Activities	Lease administration collection repair and capital works
Partners	Lawyer surveyor accountant qualified trades broker
Costs	Owner staff repairs property costs TI tax debt

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

05 / STRATEGY

SWOT and longer term goals

Berlin conventional commercial office letting

Strengths are a small directly managed rent roll and independent suites. Weaknesses are concentrated real estate capital and a complete absence of target diligence. Opportunities are lease rollover with appropriately priced improvements and better maintenance documentation. Threats include hybrid-working demand, vacant space, defects, refinancing and a weak disposal market. After year ten the choices are continued operation, refinance or sale; the model does not assume automatic renewal of finance.

SWOT	Management response
Strength small rent roll	Review five accounts each month
Weakness no target proof	Do not commit purchase funds before diligence
Opportunity lease improvement	Quote fit-out and verify occupier requirements
Threat vacancy debt	Keep rollover and cash stress visible
Longer term	Expand only after existing asset funds obligations

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

06 / STRATEGY

TOWS strategy matrix

Berlin conventional commercial office letting

Use direct management to anticipate expiry rather than wait for vacancy. Staggered leases help planning only when actual contract dates support them. Counter capital concentration with a price based on downside cash and survey findings. A relet at a higher rent is a conditional opportunity, never a balancing device.

Combination	Action
SO small rent roll and improvements	Start occupier needs review twelve months before expiry
WO unverified asset and reletting	Inspect vacant space and obtain broker evidence before underwriting
ST direct manager and hybrid work	Offer clear suite specification and reliable service
WT concentration and refinancing	Limit debt and reject unfunded capital works

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

07 / STRATEGY

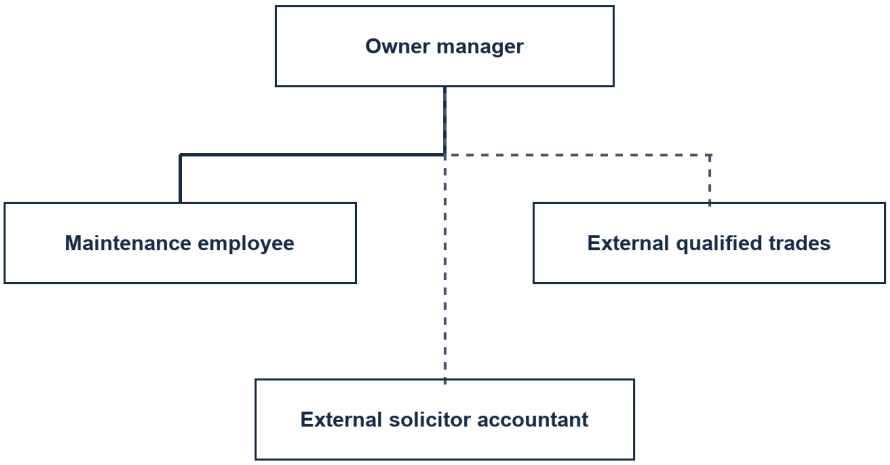
Owner and management

Berlin conventional commercial office letting

A paid owner manager works 32 hours weekly and receives EUR 4,000 gross per month. A maintenance employee works 20 hours and receives EUR 2,000 gross monthly. Employer costs are budgeted at 23 percent pending payroll advice. The owner controls rent billing, contractors and cash. Specialist works are outsourced to qualified insured contractors; no employee is assumed competent to undertake regulated electrical, lift or fire-system works. Two preparation months include owner employment and interest expense.

Role	Responsibility
Owner manager paid	Leases collections budget and contractor approval
Maintenance employee paid	Inspection minor maintenance and incident logs
External surveyor trades	Condition assessment and regulated works
External legal accountant	Acquisition contracts payroll accounts and tax

Reporting hierarchy



Author analysis. Evidence and planning hypotheses are identified in the narrative.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

08 / PEOPLE

Owner and key personnel profiles

Berlin conventional commercial office letting

No founder qualifications, operating history or personal liquidity have been supplied. Appointment requires property-management experience, reliable financial controls and contractor oversight. The maintenance role requires safe-work competence and escalation discipline. External advisers need evidence of professional qualifications, insurance and independence.

Evidence	Required before appointment
Owner identity	Shareholders beneficial ownership verified funds
Experience	References for commercial property management
Maintenance competence	Training task boundaries and safe-work record
Advisers	Credentials scope insurance and written fees

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

09 / MARKET

Target customers

Berlin conventional commercial office letting

Existing commercial occupiers are the first service audience. Replacement tenants would be established teams requiring approximately 600 square metres and a conventional multi-year lease. This suite size and demand are assumptions. Regulated medical, education or assembly use is excluded until planning, insurance and building requirements are assessed. Tenant selection requires lawful consistent criteria and an assessment of payment capacity.

Segment	Need
Existing occupiers	Continuous access maintenance and accurate ledgers
Professional teams	Exclusive premises predictable costs and connectivity
Established SME	Suitable suite size and workable contract term
Outside scope	Daily desks hospitality and unapproved specialist use

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

10 / CUSTOMER STRATEGY

Segmentation targeting and positioning

Berlin conventional commercial office letting

Segment by suite requirements, contract duration, credit quality and legal use. Target organisations with a practical need for a 600 square metre office and a capacity to carry contractual occupancy costs. Position on transparent leases and reliable premises service. Avoid demographic or market-share claims unsupported by tenant interviews.

STP	Operating implication
Segmentation	Space fit lease term credit and permitted use
Targeting	Conventional office teams with viable covenant
Positioning	Exclusive space and accountable owner management
Test	Broker enquiry log and verified comparable offers

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

11 / CUSTOMER STRATEGY

Value proposition canvas

Berlin conventional commercial office letting

The offer must solve a specific occupier need rather than sell speculative property appreciation. Fit-out choices need the target tenant brief and a signed allocation of responsibilities. No satisfaction research has been conducted.

Field	Specific hypothesis
Customer jobs	Accommodate team collaboration client visits and secure records
Pains	Hidden charges repair delays inflexible unsuitable layouts
Gains	Predictable access costs and responsive building care
Products services	Exclusive office suite lease and building maintenance
Pain relievers	Written responsibilities incident channel and itemised billing
Gain creators	Early renewal discussion and agreed fit-out scope

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

12 / MARKET

Market size and trends

Berlin conventional commercial office letting

GSG landlord research reports Berlin office take-up of about 585,000 square metres in 2024. This is a historical city flow and includes relocations; it is not total addressable revenue or demand for this asset. The same primary publication discusses hybrid-work pressure. The plan does not convert city flow into validated market share. A 3,000 square metre capacity limit is the only defensible numerical boundary until brokers and target tenants are surveyed. [S1]

Scope	2027 underwriting method
TAM Berlin office occupiers	Total city occupied stock and spending not validated here
SAM suitable 600 sqm teams	Target submarket use budget and lease term unknown
SOM five suites 3000 sqm	Physical capacity ceiling not validated captured market
Historical context 2024	585000 sqm city take-up does not forecast 2027 sales

TAM SAM SOM scope and capacity limits

TAM Berlin office occupiers

Total city occupied stock and spending not validated here

SAM suitable 600 sqm teams

Target submarket use budget and lease term unknown

SOM five suites 3000 sqm

Physical capacity ceiling not validated captured market

Historical context 2024

585000 sqm city take-up does not forecast 2027 sales

Author analysis. Evidence and planning hypotheses are identified in the narrative.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

13 / MARKET CONTEXT

PESTLE analysis

Berlin conventional commercial office letting

The six external influences translate into acquisition gates and model risks. Tax and planning sources establish relevant rules; rent, demand, costs and financing remain assumptions. [S2 S3 S4 S5]

Influence	Evidence and response
Political	Local planning constraints; verify approved office use
Economic	Office demand and financing uncertainty; stress downtime and rate
Social	Hybrid work changes area needs; interview prospective teams
Technological	Connectivity and building systems; survey resilience
Legal	Lease enforceability VAT status safety; obtain written advice
Environmental	Energy performance renewal costs; inspect before price agreement

External influences on Berlin office letting

Political
Local planning constraints; verify approved office use

Economic
Office demand and financing uncertainty; stress downtime and rate

Social
Hybrid work changes area needs; interview prospective teams

Technological
Connectivity and building systems; survey resilience

Legal
Lease enforceability VAT status safety; obtain written advice

Environmental
Energy performance renewal costs; inspect before price agreement

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14 / MARKET

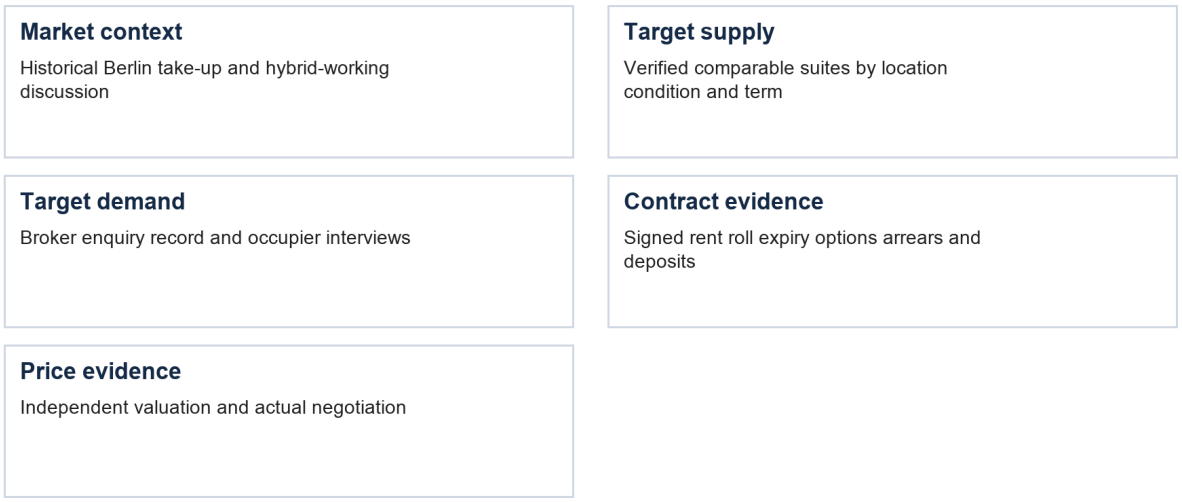
Local demand and evidence

Berlin conventional commercial office letting

GSG publishes first-hand Berlin office market research and a real portfolio of competing commercial premises. Mindspace advertises flexible private offices and meeting-space alternatives. These primary sources evidence an existing market and competition, not demand for the proposed property. No enquiry, letter of intent or tenant covenant has been supplied. [S1 S6 S7]

Evidence step	Acquisition requirement
Market context	Historical Berlin take-up and hybrid-working discussion
Target supply	Verified comparable suites by location condition and term
Target demand	Broker enquiry record and occupier interviews
Contract evidence	Signed rent roll expiry options arrears and deposits
Price evidence	Independent valuation and actual negotiation

Acquisition evidence and validation sequence



Author analysis. Evidence and planning hypotheses are identified in the narrative.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

15 / MARKET

Competitors and positioning

Berlin conventional commercial office letting

GSG Berlin is a real landlord offering commercial courtyards across multiple districts. Mindspace is a real alternative offering private and flexible offices. Their advertising does not establish rent, occupancy, service performance or quality rankings. Compare exclusive suite costs and contract obligations with a broker-reviewed shortlist before setting a relet rent. [S6 S7]

Alternative	Offer and response
GSG Berlin	Commercial premises; compare suite size location and obligations
Mindspace Berlin	Flexible private offices; compare bundled scope and term
Other direct landlords	Conventional leases; obtain current comparable offers
Remote work	Lower premises need; test team attendance requirement

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

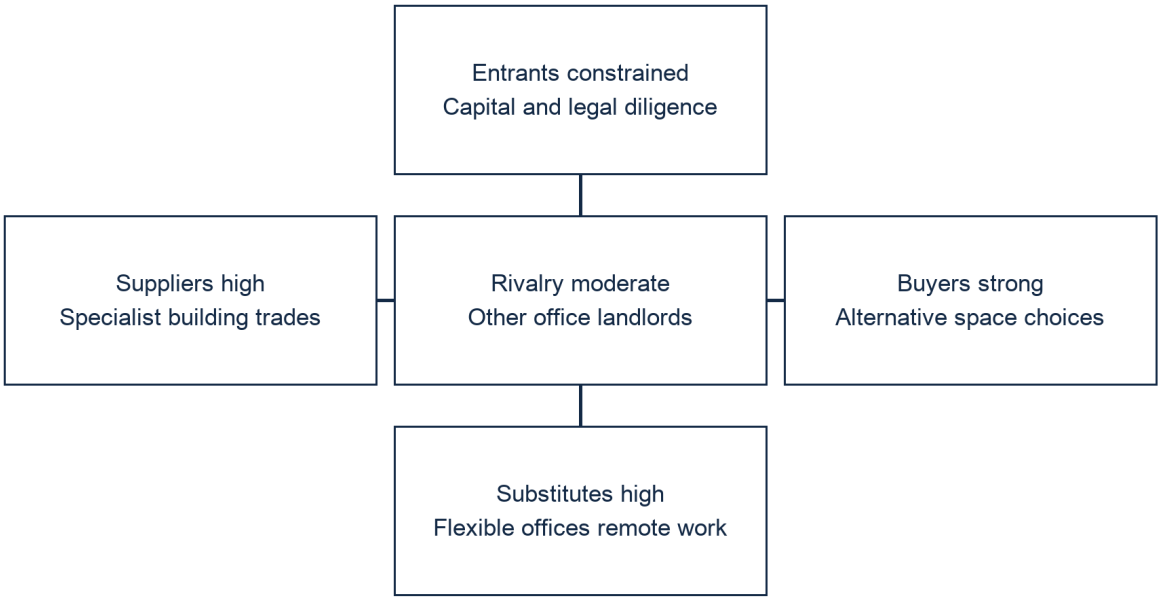
16 / COMPETITIVE STRATEGY

Porter five forces

Berlin conventional commercial office letting

Competitive pressure comes from both other conventional buildings and flexible office providers. Capital and legal diligence constrain entry but do not protect an obsolete asset. Each force requires a practical response. No numerical competitive ratings are invented.

Force	Evidence and response
Rivalry central	GSG and other landlords; compare total lease economics
Buyer power	Teams can reduce area or relocate; avoid assuming automatic renewals
Supplier power	Qualified trades and lenders can constrain works; get alternative quotes
New entrants	Capital title and compliance gates; retain acquisition discipline
Substitutes	Mindspace flexible space and remote work; validate dedicated-suite need



Author analysis. Evidence and planning hypotheses are identified in the narrative.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

17 / COMPETITIVE STRATEGY

Strategy canvas

Berlin conventional commercial office letting

The canvas compares offer scope rather than invented competitor scores. Proposed direct suites provide exclusive space and a multi-year lease but no reception or daily workspace package. A flexible operator advertises broader service and shorter access formats. Occupiers must compare actual offers and costs. [S6 S7]

Offer dimension	Scope comparison
Exclusive premises	Spree conventional suite; GSG comparable commercial formats
Contract flexibility	Spree fixed term assumed; Mindspace flexible formats advertised
Bundled services	Spree building care only; Mindspace workspace services advertised
Fit out responsibility	Spree negotiated; verify each comparator offer
Cost transparency	Require total occupancy costs no unverified price ranking

Offer scope comparison without invented ratings

Exclusive premises
Spree conventional suite; GSG comparable commercial formats

Contract flexibility
Spree fixed term assumed; Mindspace flexible formats advertised

Bundled services
Spree building care only; Mindspace workspace services advertised

Fit out responsibility
Spree negotiated; verify each comparator offer

Cost transparency
Require total occupancy costs no unverified price ranking

Author analysis. Evidence and planning hypotheses are identified in the narrative.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

18 / OPERATIONS

Location and premises

Berlin conventional commercial office letting

The concept requires a larger Berlin office submarket with public transport, legal office use, reliable building services and five independently lettable suites. No district, address or purchase option is secured. The 3,000 square metre lettable area excludes common parts and must be measured. Acquisition diligence covers title easements access contamination energy certificate fire safety lift condition and maintenance backlog.

Property gate	Evidence
Title	Land register seller authority encumbrances
Legal use	Approved office use and alteration permissions
Area condition	Measured letting plan structural and services survey
Access	Transport accessibility loading emergency routes
Lease rights	Tenant options break clauses and assignment conditions

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

19 / OPERATIONS

Equipment and resource plan

Berlin conventional commercial office letting

Land and the existing building are capital assets. Initial improvements EUR 180,000 and equipment EUR 20,000 are assumptions. New lease fit-out costs EUR 120 per square metre Base at every relet, while the renewal project is EUR 150,000 in month 60. These are unquoted cash requirements. Finite asset lives are separate from tax allowances. A quote and survey may alter timing and require a complete rebuild.

Resource	Base assumption
Initial improvement	EUR180000 life120 months
Equipment	EUR20000 life60 months
Building basis	EUR6m plus allocated purchase costs life480 months
Relet fit out	EUR120 per sqm life60 months cohort based
Renewal project	EUR150000 month60 life120 months

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

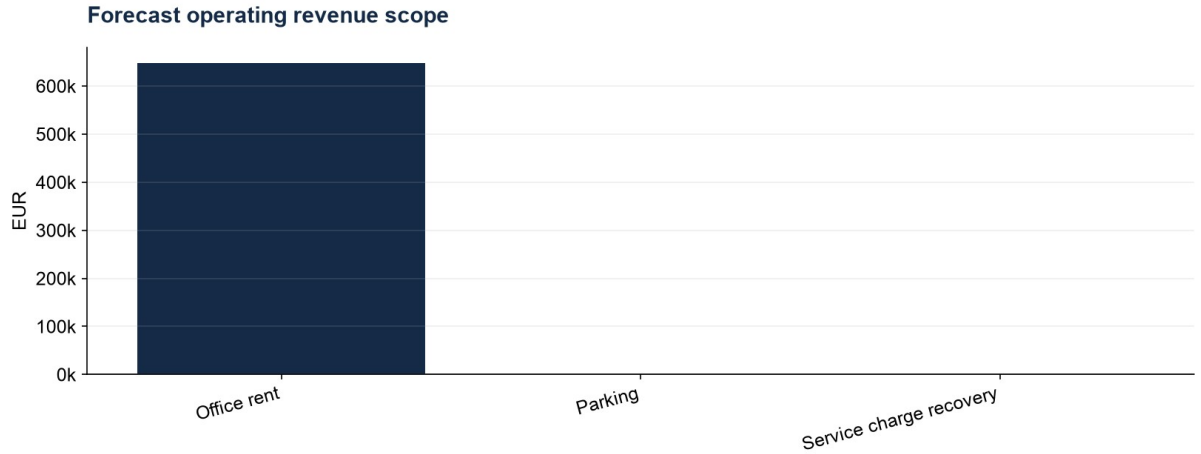
20 / OFFER

Office suites and lease scope

Berlin conventional commercial office letting

The product is a conventional office suite lease. Each 600 square metre suite is separately let. No shared desk membership, meeting-room charge, parking, catering or ancillary service income is forecast. The company bears common property costs; no unsupported service-charge recovery props up rental profit.

Revenue line	Treatment
Office rent	Only operating income
Parking	Excluded zero input for future scope only
Service charge recovery	Excluded until actual leases support it
Flexible desks and events	Outside scope
Deposit	Security liability never revenue



Source: verified model v1.0. EUR, January 2027 to December 2036.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

21 / OFFER

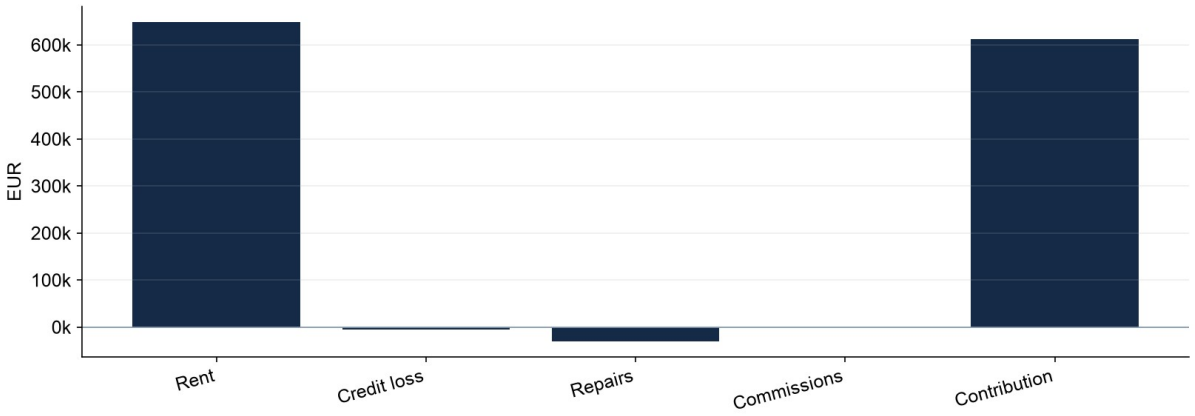
Pricing and order economics

Berlin conventional commercial office letting

Initial rent is assumed at EUR 20 per square metre monthly Base. A 600 square metre suite earns EUR 12,000 monthly when occupied. New leases reset to EUR 22 per square metre, then 2 percent annual escalation from lease start if enforceable. Receipts lag one complete month with 1 percent write-off when due. Three rent months are held as segregated security, not operating funding. Lease cost comparisons must distinguish VAT, service charges, fit-out and incentives.

Lease economics	Base planning value
Initial monthly suite rent	600 sqm x EUR20 = EUR12000
New lease monthly suite rent	600 sqm x EUR22 = EUR13200
Collection	Full one month invoice delay
Credit loss	1 percent at invoice due
Original deposit per occupied suite	EUR36000 restricted

2027 rent contribution before staff and fixed costs



Source: verified model v1.0. EUR, January 2027 to December 2036.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

22 / OFFER

Competitor price comparison

Berlin conventional commercial office letting

No current comparable rent quotations have been obtained. GSG and Mindspace are identified from their own advertised scope, without prices or ratings. The underwriting EUR 20 and EUR 22 rates are assumptions. A comparison must normalise area, rent-free periods, term, VAT, common costs and fit-out contributions before any rent is accepted.

Comparison field	Evidence needed
Net rent	Dated written office offer
Space	Legal measured exclusive area
Term incentive	Break options escalation free rent and fit out
Tax charges	VAT status service costs and deposits
Current evidence	No normalised competitor quote available

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

23 / OFFER

Brand and customer experience

Berlin conventional commercial office letting

Spree Office is a working identity. The tenant experience is based on accurate accounts, a clear repair channel and honest service responsibilities. The manager acknowledges incidents and directs safety emergencies to appropriate responders. Promised response times require contractor availability and should be written into procedures only after service contracts are obtained.

Touchpoint	Standard
Lease onboarding	Access contacts meter and deposit records
Billing	Contract-backed invoice and arrears statement
Repairs	Log severity owner and completion evidence
Renewal	Early requirements review and documented terms
Exit	Inspection handover security reconciliation

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

24 / GROWTH

Sales channels and process

Berlin conventional commercial office letting

Prospective tenants come through brokers, suitable listing portals and direct referrals. The paid manager qualifies space fit, legal use, credit and timing. Counsel reviews offers and contracts. Deposits are received into separate security accounts before access under the agreed contract. A proposed or unsigned lease never counts as occupied revenue.

Stage	Control
Enquiry	Record required area use budget and date
Viewing	Accurate specification and condition disclosure
Credit	Consistent lawful covenant assessment
Negotiation	Rent term incentives fit out and tax reviewed
Completion	Signed lease deposit and handover evidence

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

25 / GROWTH

Launch marketing

Berlin conventional commercial office letting

Base marketing is EUR 600 monthly, with EUR 1,200 monthly professional support separately budgeted. Leasing commissions are two months of new lease rent when a relet begins. No campaign, broker mandate or conversion rate is secured. The first campaign would be a factual specification pack for any actual vacancy, approved after condition and use checks.

Activity	Budget and evidence
Listing content	Part of EUR600 monthly assumption
Broker fees	Two new-rent months per new lease
Property pack	Survey legal area energy and permitted use
Performance	Qualified enquiries viewings offers signed leases
Spend gate	No listing before accurate asset evidence

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

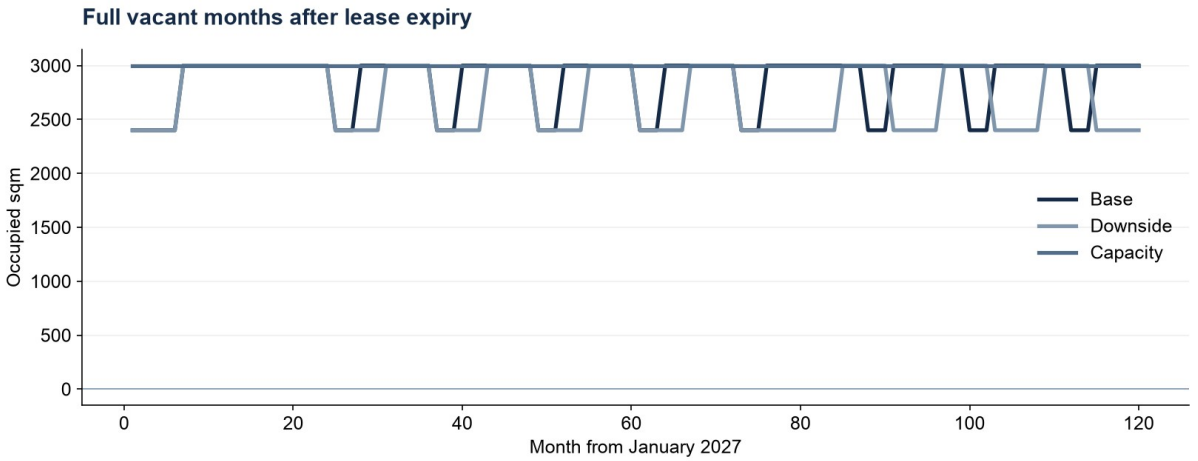
26 / GROWTH

Retention and ongoing sales

Berlin conventional commercial office letting

Renewals are not guaranteed. The conservative schedule assumes each original tenant departs at expiry, followed by full vacancy downtime and a new fixed-term lease. The model repeats that cycle across the horizon. Renewal discussions begin twelve months before expiry, but improved performance is not credited until evidenced. Tenant concentration and expiry dates are reviewed quarterly.

Monitoring	Action
Twelve months to expiry	Discuss occupier plans and broker alternatives
Six months to expiry	Confirm notice options and capital scope
During vacancy	Track fit-out permits contractor and enquiries
Monthly	Review collection and arrears by invoice cohort
Quarterly	Reforecast cash with signed facts



Source: verified model v1.0. EUR, January 2027 to December 2036.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

27 / OPERATIONS

Daily operations and suppliers

Berlin conventional commercial office letting

The manager checks collections, incidents and contractor orders; maintenance staff record inspections and minor works within competence. Qualified external trades undertake specialist jobs. Owner-borne property costs are EUR 10,000 monthly Base, routine repairs EUR 2,500, professional support EUR 1,200 and marketing EUR 600. Invoices are paid in the month incurred; the model assumes no supplier credit.

Routine	Control
Daily incidents	Safety triage and tenant communication
Weekly premises	Inspect common systems and document defects
Monthly cash	Reconcile rent security accounts invoices and loan
Quarterly works	Prioritise statutory safety and survey findings
Procurement	Written scope quote insurance approval and completion

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

28 / OPERATIONS

Sustainability practices

Berlin conventional commercial office letting

Condition and energy evidence must drive environmental improvements. The plan does not invent a building energy rating or emissions savings. Metered usage, tenant interfaces and capital opportunities should be assessed in the survey. Renewal expenditure needs a costed specification and lawful approval. No grant, retrofit subsidy or green financing is assumed.

Measure	Evidence and decision
Energy baseline	Actual bills and certificate
Systems	Survey heating controls insulation and ventilation
Works	Costed scope and quantified savings before approval
Tenant engagement	Clear responsibilities and practical usage guidance
Claims	No unverified certification or reduction claims

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

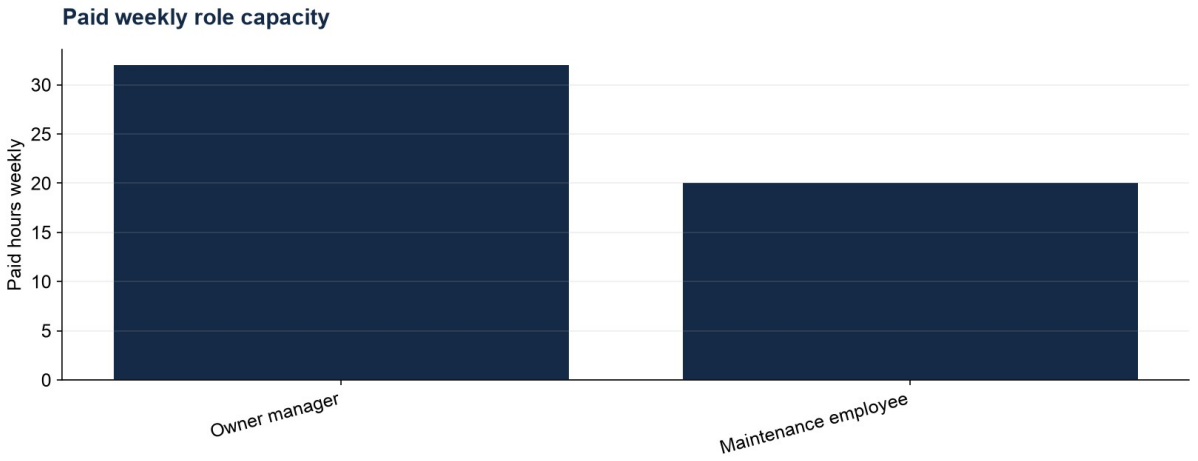
29 / OPERATIONS

Staffing and training

Berlin conventional commercial office letting

The two paid roles provide 52 hours per week: owner manager 32 and maintenance 20. Paid leave and absence require external service coverage within the professional and property cost budgets; this allowance is not a verified staffing quote. Office rent capacity derives from legal area and leases, while the manager handles five accounts. Capacity increases require funded support rather than unpaid owner labour.

Role	Hours and Base gross pay
Owner manager	32 weekly EUR4000 monthly
Maintenance employee	20 weekly EUR2000 monthly
Employer allowance	23 percent planning input
Relief	External cover quotes needed within operating budgets
Training	Safety incident billing privacy and task boundaries



Source: verified model v1.0. EUR, January 2027 to December 2036.

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

30 / PEOPLE

Staff skills and fair work

Berlin conventional commercial office letting

Employment contracts must reflect working hours, remuneration, leave and safe tasks. The owner is paid for preparation and operation. No maintenance employee performs regulated specialist works without competence. Payroll advisers must verify social charges and local employment requirements. The budget does not assume free overtime or unpaid on-call cover.

Topic	Required control
Employment	Written contracts hours leave and pay
Safety	Task risk assessment and escalation
Training	Incident systems contractor supervision account privacy
Coverage	Qualified relief arrangement and budget
Owner	Salary expense separate from shareholder distributions

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

31 / OPERATIONS

Legal and insurance requirements

Berlin conventional commercial office letting

Before purchase obtain advice on title, approved use, commercial leases, safety obligations, energy records and insurance. Berlin guidance states changes and changes of use generally require approval, subject to exemptions. Property rent is generally VAT exempt under UStG section 4; opting to VAT can depend on tenant use and statutory conditions. This model deliberately assumes exempt rental income and gross irrecoverable VAT costs. Adviser confirmation may materially change economics. [S3 S5]

Area	Evidence before commitment
Property	Title approved use measured plans and survey
Leases	Term notice escalation repairs deposit and tax status
Insurance	Property public employer and works quotations
VAT	Document exemption or lawful option per lease
Corporate tax	Conservative provision no extended property relief

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

32 / OPERATIONS

Opening roadmap

Berlin conventional commercial office letting

Acquisition timing is hypothetical January 2027. Preparation comprises two paid owner months. Progress requires evidence gates rather than promises of an acquired asset. The proposed fifth suite begins in month seven; this is not a secured tenancy. Delayed acquisition or works requires updated dated forecasts.

Timing	Gate
Before offer	Target shortlist title use and indicative finance
Due diligence	Survey leases arrears deposits quotes valuation
Before completion	Committed funds insurance accounts and legal approval
Month1	Reconcile handover and start lease administration
Month7 assumption	Fifth suite begins only if a real lease completes
Month60	Costed renewal works funded before ordering

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

33 / MANAGEMENT

Risks and management actions

Berlin conventional commercial office letting

Main risks are uncertain tenant demand, lease breaks and options, capital defects, collection delay, inflation and debt. Downside explicitly increases downtime to six months, collection lag to three months, credit loss to 4 percent and interest to 6.5 percent. A residual sale estimate cannot repair negative cash during the hold. No overdraft or refinancing is asserted. Base 2027 debt coverage is 1.35 times. Downside minimum cash is EUR (1,990,645) and residual sale equity is EUR (183,031). A sale memo cannot fund that earlier gap.

Risk	Response and stop condition
Vacancy	Use expiry calendar and downside cash; reject unfunded gap
Tenant default	Covenant review and full invoice arrears schedule
Condition	Survey and contractor quotes before price
Finance	Committed debt terms security and covenants
Exit	Independent valuation; hold option if sale unavailable

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

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Research and evidence

Berlin conventional commercial office letting

Primary official sources cover local acquisition tax, commercial VAT, corporate tax and planning procedures. Real landlords provide market context and alternative offers. Facts are separated from hypothetical property inputs. Research access is 4 October 2026; historical market observations retain their own period. No primary source supplies the target price, rent roll, works cost or bank terms.

Source	Primary URL
S1 GSG Berlin office market research 2025	https://www.gsg.de/app/uploads/Berliner_Gewerbe-Pulsschlag_2025.pdf
S2 Berlin property transfer tax	https://service.berlin.de/dienstleistung/325323/
S3 German VAT exemption for property letting	https://www.gesetze-im-internet.de/ustg_1980/__4.html
S4 Corporation tax statute and Berlin trade tax	https://www.gesetze-im-internet.de/kstg_1977/__23.html
S5 Berlin building approval procedures	https://www.berlin.de/ba-lichtenberg/auf-einen-blick/buergerservice/bauen/artikel.280014.php
S6 GSG Berlin commercial courtyards	https://www.gsg.de/gewerbehoefe/
S7 Mindspace Berlin office offers	https://www.mindspace.me/de/berlin/

S1 GSG Berlin office market research 2025

S2 Berlin property transfer tax

S3 German VAT exemption for property letting | Additional statutory reference 1

S4 Corporation tax statute and Berlin trade tax | Additional statutory reference 1

S5 Berlin building approval procedures

S6 GSG Berlin commercial courtyards

S7 Mindspace Berlin office offers

Accessed 4 October 2026. Archived sources and supported claim notes retained in references/primary-sources.json.

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Quotes and assumptions

Berlin conventional commercial office letting

All commercial inputs are underwriting assumptions. Required evidence includes a real target property, land register, measured area, signed leases and options, arrears ledgers, deposit reconciliation, survey, valuation, insurance and contractor quotations, payroll advice and lender terms. No founder credentials or contracts have been supplied. Copying a financial template does not turn assumptions into evidence.

Input	Required evidence
EUR8m purchase	Independent valuation and negotiated terms
Five leases	Signed contracts tenant covenant and ledger
Works and costs	Survey written quotations and tax basis
Finance	Proof of equity and executed debt facility
Residual value	Valuation market liquidity and buyer evidence

Planning assumptions require target evidence. No property rights tenants quotes or finance commitments are secured.

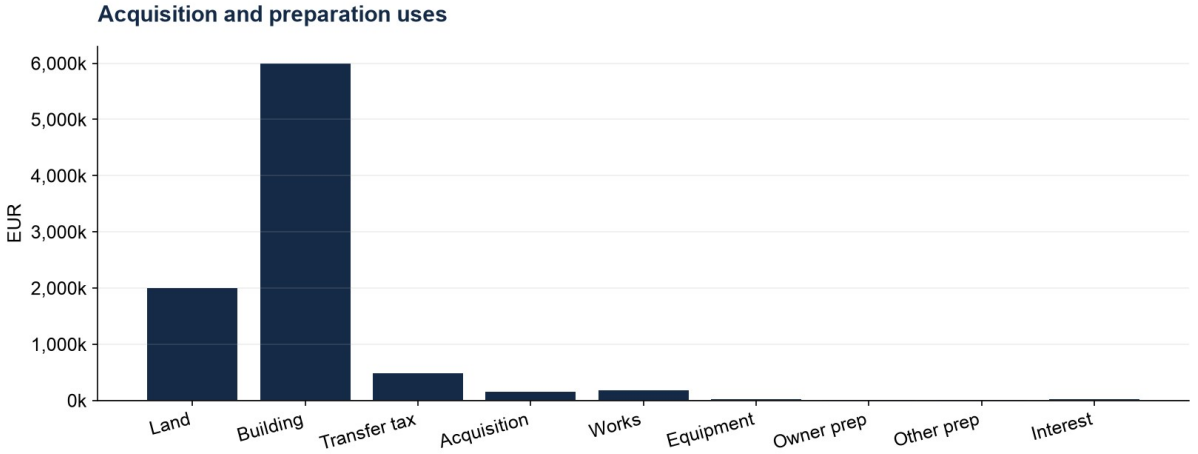
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Startup costs and funding

Berlin conventional commercial office letting

Total acquisition and preparation uses are EUR 8,878,340. Proposed EUR 6.5m equity and EUR 3m debt leave EUR 621,660 opening unrestricted cash. The EUR 250,000 reserve is a threshold rather than a source. Base minimum cash is EUR 545,176. Downside needs at least EUR 1,990,645 extra committed cash just to avoid negative balances, before retaining a reserve.

Startup finance EUR	Amount
Total startup uses	8,878,340
Target reserve	250,000
Requirement including reserve	9,128,340
Proposed equity	6,500,000
Proposed debt	3,000,000
Total proposed sources	9,500,000
Opening unrestricted cash	621,660
Base extra funding to zero cash	–



Source: verified model v1.0. EUR, January 2027 to December 2036.

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

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Itemized startup costs

Berlin conventional commercial office letting

Acquisition costs comprise price, Berlin 6 percent transfer tax and unquoted other fees, allocated to land and building by assumed price. Initial improvements and equipment are capitalised; preparation owner employment, overhead and interest are expensed. Held tenant deposits transfer separately with equal obligations and supply no working capital.

Startup use EUR	Amount
Land purchase	2,000,000
Existing office building	6,000,000
Transfer tax	480,000
Other acquisition gross	160,000
Initial improvements	180,000
Equipment	20,000
Owner preparation employment	9,840
Preparation overhead	6,000
Preparation interest	22,500
Total uses	8,878,340
Transferred restricted security deposits	144,000

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

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Owner personal survival budget

Berlin conventional commercial office letting

Illustrative household budget is EUR 2,800 monthly. EUR 4,000 gross owner salary at 70 percent indicative net retention gives EUR 2,800; the gap is zero on this assumption. This is not a payroll calculation and no other personal income or founder funds are verified. Company employment costs include the owner salary and employer allowance.

Monthly household EUR	Amount
Housing utilities	1,500
Food household	550
Transport	250
Insurance other contingency	500
Total household spending	2,800
Other reliable income	–
Net income needed from business	2,800
Indicative owner net pay	2,800
Illustrative surplus or gap	–

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

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Financing terms and security

Berlin conventional commercial office letting

Proposed debt EUR 3m bears 4.5 percent annual interest and EUR 12,500 equal monthly principal over 240 months. Interest is charged on opening monthly debt. After 120 operating months debt is EUR 1.5m. There is no assumed lender commitment, mortgage, guarantee, covenant waiver or refinance. The residual memo deducts that remaining debt. Equity EUR 6.5m must be evidenced before acquisition.

Term	Uncommitted assumption
Amount	EUR 3000000 loan EUR 6500000 equity
Interest	4.5 percent fixed assumption
Principal	EUR 12500 monthly 240-month amortisation
Year10 balance	EUR 1500000 payoff in residual memo
Security	No mortgage valuation or guarantee secured
Downside	Debt6.5 percent; operating funding gap visible

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

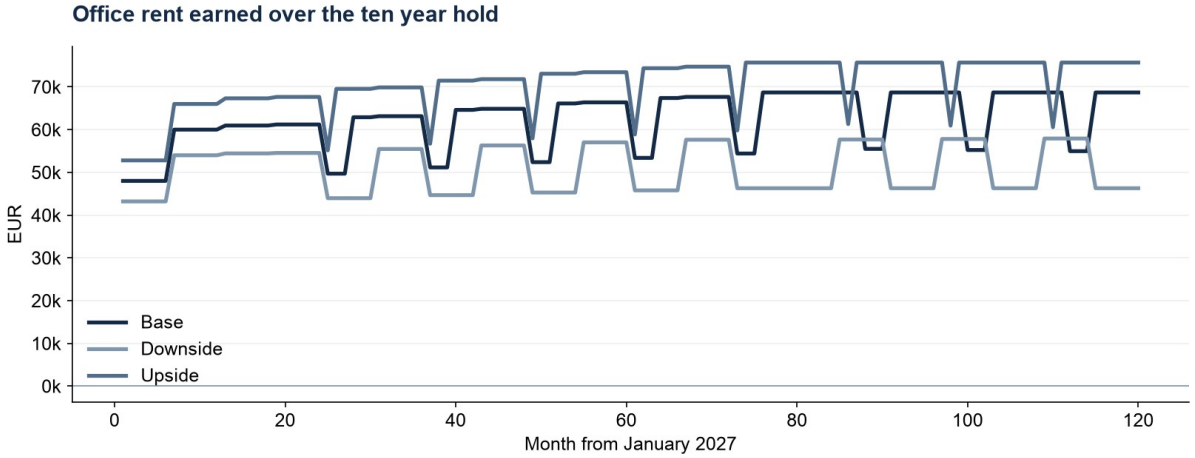
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Revenue forecast and capacity

Berlin conventional commercial office letting

Revenue follows five hypothetical 600 sqm leases. Four start in month 1 and one in month 7. Original expiries are months 24 36 48 60 and72 inclusive. Base assumes three full vacant months then a 60-month lease at EUR 22 per sqm monthly. The pattern repeats through month 120. Annual contractual escalation is 2 percent from each lease start. No tenant renewal, free rent or parking income is credited; real break options and incentives need additional schedules.

Forecast EUR	2027	2031	2036
Rent earned	648,000	753,780	783,120
Closing occupied sqm	3,000	3,000	3,000
Legal capacity assumption sqm	3000	3000	3000



Source: verified model v1.0. EUR, January 2027 to December 2036.

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

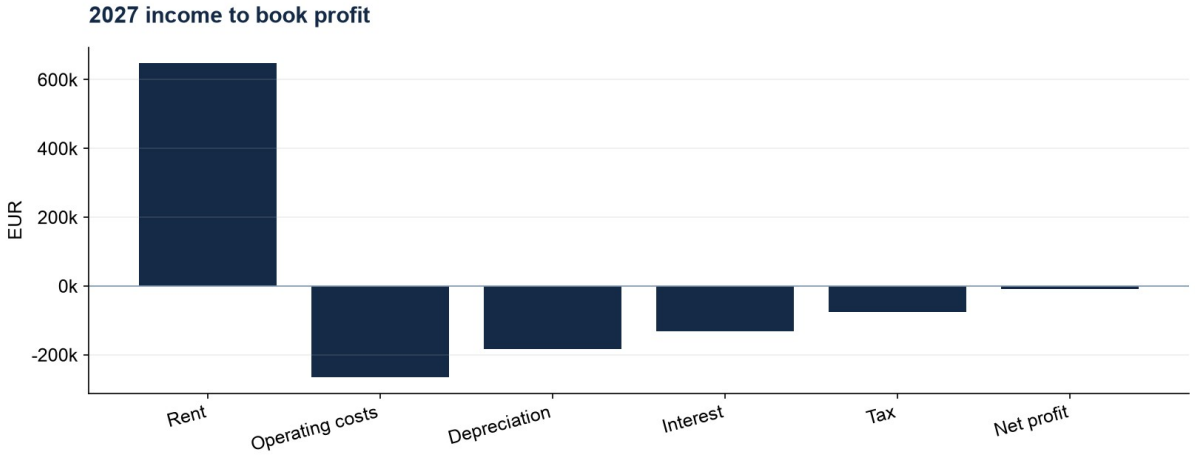
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Costs and projected profit

Berlin conventional commercial office letting

All costs include irrecoverable VAT because no option to tax is assumed. Owner and staff employment grow 3 percent annually Base; property costs and routine repairs grow 3 percent. Commissions are expensed and fit-out capitalised each time a new lease starts. Depreciation is capped by each asset cohort life. The month 60 EUR 150,000 renewal is separate from routine repairs.

Forecast EUR	2027	2031	2036
Owner employment	59,040	66,450	77,034
Maintenance employment	29,520	33,225	38,517
Repairs	30,000	33,765	39,143
Leasing commissions	–	26,400	26,400
Property costs	120,000	135,061	156,573
Professional support	14,400	16,207	18,789
Marketing	7,200	8,104	9,394
Operating expenses	266,040	326,735	373,681
EBITDA	381,960	427,045	409,439
Operating profit	**197,960**	**202,195**	**146,039**



Source: verified model v1.0. EUR, January 2027 to December 2036.

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

Profit and loss forecast

Berlin conventional commercial office letting

The conservative annual tax provision uses positive EBITDA less interest, deliberately crediting no tax depreciation or special property-company trade-tax relief. Corporation tax rates follow 15 percent 2027 falling to 10 percent from 2032, plus solidarity surcharge and assumed Berlin trade tax14.35 percent. This overstates tax relative to deductible capital allowances and is not a tax return. Book profit still includes capped economic depreciation. No exit gain is included.

Forecast EUR	2027	2031	2036
Rental income	648,000	753,780	783,120
Credit losses	5,880	7,523	7,831
Owner employment	59,040	66,450	77,034
Maintenance employment	29,520	33,225	38,517
Repair expense	30,000	33,765	39,143
Leasing commissions	–	26,400	26,400
Property costs	120,000	135,061	156,573
Professional support	14,400	16,207	18,789
Marketing	7,200	8,104	9,394
Total operating expenses	266,040	326,735	373,681
EBITDA	**381,960**	**427,045**	**409,439**
Depreciation	184,000	224,850	263,400
Operating profit	**197,960**	**202,195**	**146,039**
Interest	131,906	104,906	71,156
Tax provision	75,454	83,611	84,232
Net profit	**(9,400)**	**13,677**	**(9,350)**

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

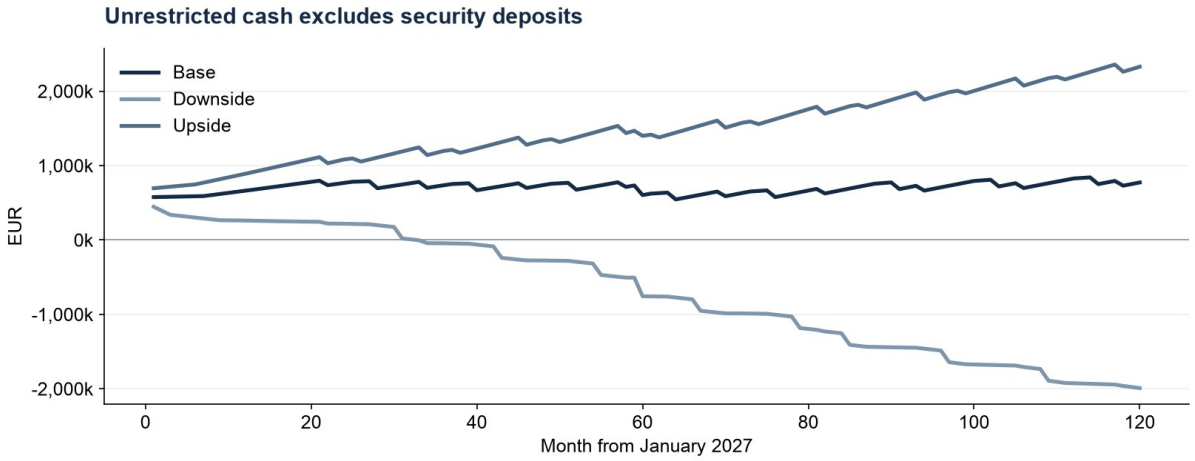
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Cash flow and financial position

Berlin conventional commercial office letting

Rent collection follows full invoice cohorts after the selected delay. Base uses one month and Downside three months; lag can be0 to120 whole months and is never silently capped at30 days. Write-offs occur when cohorts become due. Suppliers are paid immediately. Annual tax provision settles the following October. Deposits are segregated and refunded when occupancy ends; no interest or operating use is assumed. Base minimum unrestricted cash EUR 545,176 is above reserve; Downside EUR (1,990,645) is an unfunded deficit. The model does not assert an overdraft.

Forecast EUR	2027	2031	2036
Rent receipts	582,120	744,749	775,289
Operating payments	260,160	319,212	365,850
Interest paid	131,906	104,906	71,156
Tax paid	–	82,875	85,213
Capex	–	222,000	72,000
Principal	150,000	150,000	150,000
Net cash movement	40,054	(134,245)	31,070
Opening unrestricted cash	621,660	737,552	741,747
Closing unrestricted cash	661,714	603,307	772,817



Source: verified model v1.0. EUR, January 2027 to December 2036.

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

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Cash flow forecast months one to six

Berlin conventional commercial office letting

Payments shown positive are subtracted from rent receipts. Deposits are separately restricted. All subsequent 108 months are formula-driven in Excel.

Cash flow EUR	M01	M02	M03	M04	M05	M06
Opening cash	**621,660**	**576,230**	**578,367**	**580,551**	**582,781**	**585,059**
Rent receipts	–	47,520	47,520	47,520	47,520	47,520
Operating payments	21,680	21,680	21,680	21,680	21,680	21,680
Interest paid	11,250	11,203	11,156	11,109	11,062	11,016
Tax paid	–	–	–	–	–	–
Capital payments	–	–	–	–	–	–
Principal paid	12,500	12,500	12,500	12,500	12,500	12,500
Net cash movement	(45,430)	2,137	2,184	2,231	2,278	2,324
Closing cash	**576,230**	**578,367**	**580,551**	**582,781**	**585,059**	**587,383**

January to June 2027. Forecast v1.0.

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Cash flow forecast months seven to twelve

Berlin conventional commercial office letting

Payments shown positive are subtracted from rent receipts. Deposits are separately restricted. All subsequent 108 months are formula-driven in Excel.

Cash flow EUR	M07	M08	M09	M10	M11	M12
Opening cash	**587,383**	**589,754**	**604,052**	**618,398**	**632,789**	**647,228**
Rent receipts	47,520	59,400	59,400	59,400	59,400	59,400
Operating payments	21,680	21,680	21,680	21,680	21,680	21,680
Interest paid	10,969	10,922	10,875	10,828	10,781	10,734
Tax paid	–	–	–	–	–	–
Capital payments	–	–	–	–	–	–
Principal paid	12,500	12,500	12,500	12,500	12,500	12,500
Net cash movement	2,371	14,298	14,345	14,392	14,439	14,486
Closing cash	**589,754**	**604,052**	**618,398**	**632,789**	**647,228**	**661,714**

July to December 2027. Forecast v1.0.

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Financial position summary

Berlin conventional commercial office letting

Land includes allocated purchase costs and is not depreciated. Gross PPE includes building improvements equipment and fit-out additions. Accumulated depreciation is shown separately. Restricted deposits exactly match tenant obligations. Tax liabilities reflect unsettled provisions. Equity equals the original contribution and cumulative book profit after preparation losses. No revaluation or balancing finance plug is used.

Forecast EUR	2027	2031	2036
Unrestricted cash	661,714	603,307	772,817
Restricted deposits	180,000	190,800	198,000
Rent receivables	60,000	66,376	68,693
Land	2,160,000	2,160,000	2,160,000
Gross PPE	6,680,000	7,046,000	7,406,000
Less accumulated depreciation	184,000	996,850	2,299,450
Net PPE	6,496,000	6,049,150	5,106,550
Total assets	**9,557,714**	**9,069,633**	**8,306,061**
Debt	2,850,000	2,250,000	1,500,000
Tenant security obligations	180,000	190,800	198,000
Tax payable	75,454	83,611	84,232
Total liabilities	**3,105,454**	**2,524,411**	**1,782,232**
Paid in equity	6,500,000	6,500,000	6,500,000
Retained earnings	(47,740)	45,222	23,828
Total equity	**6,452,260**	**6,545,222**	**6,523,828**
Liabilities plus equity	**9,557,714**	**9,069,633**	**8,306,061**
Balance difference	–	–	–

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

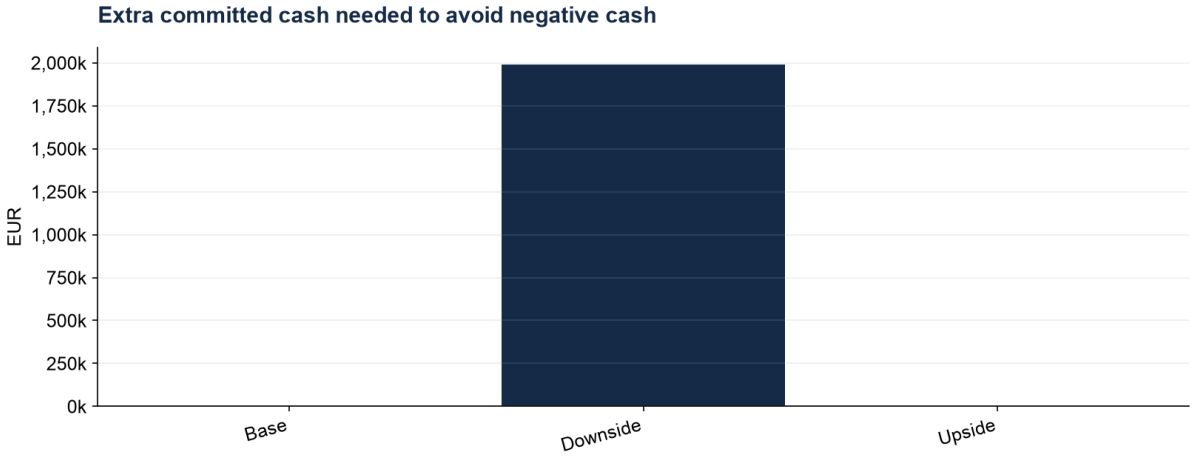
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Break even and scenarios

Berlin conventional commercial office letting

Base 2027 cash break-even requires 2,281 occupied sqm at the initial rent against 3000 sqm legal capacity. This simple annual measure includes operating expenses excluding credit loss, interest principal and capex, but excludes tax and collection timing; the monthly cash forecast governs liquidity. Downside funding needs remain visible. The residual sale after 2036 uses trailing EBITDA divided by6.5 percent Base, deducts2.5 percent sale costs, conservative disposal tax andEUR1.5m debt. Indicative net sale equity is EUR 4,641,587; it is a memo not a booked cash receipt or guaranteed valuation.

Captured forecast EUR	Base	Downside	Upside
2027 rent	648,000	583,200	712,800
2027 EBITDA	381,960	264,192	470,676
Minimum unrestricted cash	545,176	(1,990,645)	685,160
Extra funding to zero cash	–	1,990,645	–
Net residual sale equity	4,641,587	(183,031)	8,105,459
2027 debt coverage	1.35x	0.78x	1.76x



Source: verified model v1.0. EUR, January 2027 to December 2036.

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.

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Model guide and completion

Berlin conventional commercial office letting

Edit the blue numeric inputs and select 1 Base 2 Downside 3 Upside. LeaseInputs defines five hypothetical areas and original contract dates. RentRoll generates recurring leases vacancy invoice cohorts and security. Statements and Annual link single-build accounting. Residual is a separate memo. Scenarios holds static captures dated 4 October2026 and flags every edited numeric input, including a cleared original zero in an inactive case. The active case requires complete numeric inputs. After editing Excel transfer changes into the retained builder and rebuild snapshots model-results and Word. No automatic Excel-to-code import is claimed.

Gate	Completion requirement
Property	Verified title use survey legal area and leases
Finance	Proof of equity executed debt and downside coverage
Inputs	All active inputs numeric and supported timing range
Accounting	All120 monthly balance cash debt asset deposit checks zero
Stale snapshots	Rebuild source with edited Excel inputs
Residual	Independent valuation disposal cost and tax advice

Model v1.0 EUR January 2027 to December 2036 planning forecast. Selected years; full ten-year monthly detail in Excel.