



## Rentable units

### Planon Software Suite

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# About this Document

## Intended Audience

This document is intended for *Planon Software Suite* users.

## Contacting us

If you have any comments or questions regarding this document, please send them to: [support@planonsoftware.com](mailto:support@planonsoftware.com).

## Document Conventions

### **Bold**

Names of menus, options, tabs, fields and buttons are displayed in bold type.



### *Italic text*

Application names are displayed in italics.

### CAPITALS

Names of keys are displayed in upper case.

## Special symbols

|   |   |
|---|---|
|  | Text preceded by this symbol references additional information or a tip.  |
|  | Text preceded by this symbol is intended to alert users about consequences if they carry out a particular action in Planon. |

# Table of Contents

|  |    |
|--|----|
| About Rentable Units.....                              | 6  |
| Concepts.....  | 7  |
| Rentable units.....                                    | 7  |
| Life cycle of rentable unit.....                       | 7  |
| Usage.....   | 8  |
| Ratings.....   | 9  |
| Usage with rating.....                                 | 9  |
| Target prices.....                                     | 9  |
| Reference date.....                                    | 9  |
| History.....   | 10 |
| Communication logs.....                                | 10 |
| Energy label.....                                      | 10 |
| Working with.....                                      | 12 |
| Adding a usage.....                                    | 12 |
| Adding ratings.....                                    | 12 |
| Adding a usage with rating.....                        | 12 |
| Adjusting the target price.....                        | 13 |
| Adding rentable units.....                             | 13 |
| Copying a rentable unit.....                           | 14 |
| Linking a rentable unit to a contract line.....        | 15 |
| Linking floors to a rentable unit.....                 | 15 |
| Adding an overlapping rentable unit- linked floor..... | 16 |
| Modifying a rentable unit's attributes.....            | 18 |
| Viewing property valuation details.....                | 18 |
| Rentable Units – Field Descriptions.....               | 19 |
| Usage fields.....                                      | 19 |

Usage with rating fields..... 19

Rentable unit fields.....20

Fields Rentable unit - Linked floors..... 24

Index.....25

# About Rentable Units

The Rentable Units TSI enables you to register and manage rentable units.

A property can consist of one or more rentable units. A rentable unit is (a part of) a property that can be leased or subleased as an entity. Rentable units provide you with a clear overview of a building's occupancy and expected vacancies.

Rentable units can be linked to a lease contract. This can be useful because of the time-based connection between lease contracts and rentable units. Through rentable units, you can check if all spaces in your portfolio have an active lease contract. In addition, you can check which rentable units will become vacant, based on the expected expiry dates of lease contracts.



For more information on (lease) contracts, see [Contracts](#) and [Lease Accounting](#).

# Concepts

The following topics describe the concepts that are key to understanding the functionality.

## Rentable units

A rentable unit is (a part of) a property that can be leased or subleased as an undividable entity. A rentable unit is always linked to a property. A rentable unit is a hierarchical element. A maximum of two levels can be defined.

There are two types of rentable units:

- Rentable units *rented from* another party; in this case you are the lessee.
- Rentable units *rented out to* another party; in this case you are the lessor.

### Example

The building rented by your organization consists of five floors. These five floors are registered as one rentable unit. This rentable unit is of the type 'Rent from' unit.

Each of the floors can be rented out as an individual entity. You want to rent these floors to external sublessees. You can do this by registering five 'Rent to' units.

In [Cost Settlement](#), costs can be distributed based on spaces or 'Rent to' units.

## Life cycle of rentable unit

You can keep track of changes that have been made to a rentable unit in the course of time. For this reason, the life cycle concept has been introduced. In terms of a rentable unit, a life cycle can be defined as a series of stages through which a rentable unit passes during its lifetime. A rentable unit has a start date and an end date. In the period between the start date and end date, a rentable unit passes through one or more stages, due to certain modifications made to the rentable unit. During the life cycle, the following attributes of a rentable unit can change:

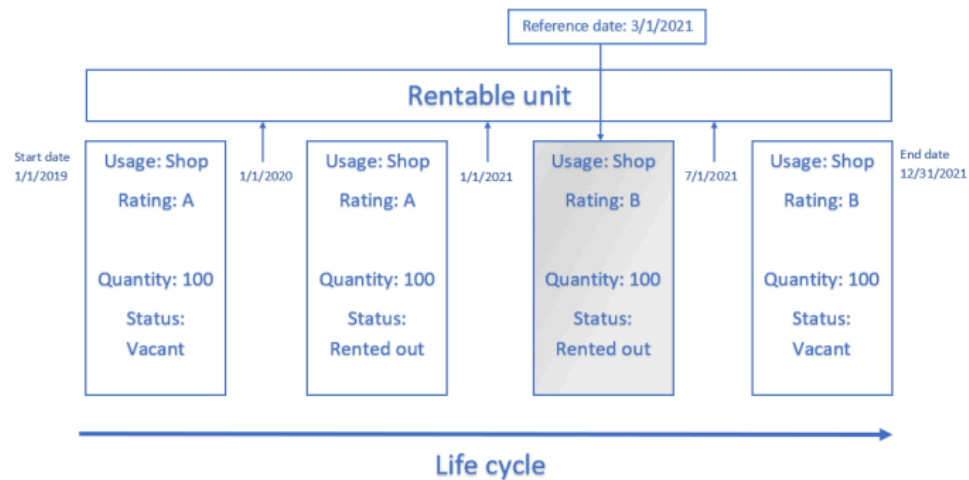
- Occupancy (Vacant, Option, Rented out, Renovation)
- Usage (shop, office etc.) with Rating (building's quality, location etc.)
- Quantity (area/pieces)

The [Details > Life cycle of rentable unit](#) selection step provides information on a rentable unit's life cycle with its different stages and attributes.

At the [Details > Life cycle of rentable unit](#) selection step, each line represents a stage in the rentable unit's life cycle. In the example image

given below, you can see the occupancy stages of the property Columbus square RU1.

If you want to find out what a situation is/was/will be on a specific date for a particular rentable unit and its attributes, you can use the reference date. For more information on the use of a reference date, see [Reference date](#).



## Usage

You can classify rentable units based on their usage, for example:

- Office
- Shop
- House
- Training accommodation



## Ratings

Quality ratings can be specified for rentable units. These ratings apply to the building's quality, location, available services etc. Ratings are used to determine the [target price](#) for rentable units. For example, the rentable unit's quality could be expressed in a rating going from 1 to 5, where 1 is a bad location in bad repair and 5 is a top location in a top building.


## Usage with rating


You can classify your rentable units, based on the combination of usage (store, office, education center etc) and rating (the building's state, location etc). Each property has its own specific set of 'usage with ratings'.

Usage with rating is life cycle aware. The **Life cycle of usage & rating** selection step at the **Rentable Units** selection level provides you with information on the life cycle of a usage with rating, with its different stages and attributes. Each line represents a stage in the life cycle. If you want to find out what a situation is/was/will be on a specific date for a particular usage with rating, you can use the reference date. For more information on the use of a reference date, see [Reference date](#).

## Target prices


The target price for a rentable unit is based on the combination of a rentable unit's usage and rating. Target prices can be used as reference material for setting the lease price in a lease contract.

 If the target price is changed, the registered amount on the related contract is not changed.

 For more information on lease contracts, see [Contracts](#).

## Reference date

In the Rentable Units TSI a reference date can be used to be able to retrieve specific time-dependent data. By setting a reference date, your elements list will be filtered by this date and only the elements will be displayed that are valid on the reference date, i.e. elements whose start date is earlier than or equal to the reference date and whose end date is later than or equal to the reference date.

 By default, the system date is the reference date, but you can select any other date from a date picker, whether it is in the past or in the future



For more information on selecting a reference date, see [Planon ribbon](#).

## History

You can keep track of changes made to **Rentable units** and **Usage with rating** fields by enabling the **History** functionality. History includes the user who changed the value in a field, the old and new values of the field and the time and date at which the value was changed. Your application manager can enable an automatic **History** option for individual fields in Field definer . Once the **History** option is enabled, any modification to the field's value will be logged automatically on the **History** step of the **Rentable units / Usage with rating** steps. Your application manager must first enable the **History** steps in TSIs .

For more information on this subject, see:

- [History](#)
- [Configuring history](#)

## Communication logs

Communication logs are records of communication regarding an item that is added to Planon ProCenter . These records are added manually in the respective TSIs and they can include all types of communication such as emails, faxes, reports, transcriptions of phone calls and so on.

You can upload documents as reference or even include a link to a URL, which will always open in a separate browser window.

Communication logs can be added for many elements, for example orders (all order types), properties, visitors, budgets, invoices, and so on.

For communication logs that were automatically created for alerts or forms through the **Log to communication log** field, the **Action** field will be updated to reflect the source. For more information, see [Communication log fields](#).



You can create an action definition in Alerts to automatically delete communication logs based on a schedule.

## Energy label

A labeling scheme to visualize the energy efficiency of buildings, appliances and other products.

The EU adopted Directive 2010/30/EU which standardized energy labeling schemes. The USA, Canada and other parts of the world have their own labeling schemes for energy consumption. Energy labels help consumers / users choose products which save

energy and thus money. They also provide incentives for industries to develop and invest in energy efficient design.

# Working with...

This section describes the various functions available.

## Adding a usage

You can define different types of usage for rentable units.

### Procedure

1. Go to the Components > Usage selection step.
2. On the action panel, click **Add**.
3. On the data panel, enter the relevant data. See Usage fields for the field descriptions.
4. Click Save.

## Adding ratings

You can define quality ratings for rentable units.

### Procedure

1. Go to the Components > Ratings selection step.
2. On the action panel, click **Add**.
3. On the data panel, enter the relevant data. The following data fields are available for ratings: **Code**, **Name** and **Comment**. The use of these fields is quite simple and will not be discussed here.
4. Click Save.

## Adding a usage with rating

You can define different combinations of usage (store, office, education center etc) and rating (the building's state, location etc).

### Procedure

1. Go to the Components > Usage with rating selection step.
2. On the action panel, click **Add**.
3. On the data panel, enter the relevant data. See Usage with rating fields for the field descriptions.


4. Click **Save**.

 The **Target price** field becomes read-only after saving. If you want to adjust the target price, you have to do this at the **Life cycle of usage & rating** selection step. For more information, see [Adjusting the target price](#).


## Adjusting the target price


Since a target price can change over time, you can adjust the previously entered target price. There are two places where you can adjust the target price:

- at the **Usage with rating** selection step
- at the **Rentable units** selection level

 It is not mandatory to register a target price on the 'usage with rating'; you can also do this directly on the rentable unit.

### Procedure

1. Go to
  - the Components > Usage with rating selection step, or
  - the **Rentable units** selection level.
2. In the elements list, select the usage with rating / rentable unit whose target price you want to modify.
3. On the action panel, click Add modification.
4. In the Add modification dialog box, specify the date on which the modification is to become effective. By default, the reference date is selected in the Add modification on: field.
5. Click OK to use this date.
6. To select another date, click  in the Add modification on: field, select the required date in the date picker and click OK.
7. The Usage with rating / **Rentable unit** dialog box appears displaying data as it is on the date specified in the Add modification dialog box.
8. Enter the new target price and click OK to save your changes.

 If you want to undo your modifications, click **Undo modifications** on the action panel. Whenever you add a new modification, Planon ProCenter automatically fills in the end date of the previous modification. Modifications must always be consecutive in time.

## Adding rentable units



You can add two types of rentable units:

- units rented from another party ('Rent from units')
- units rented out to another party ('Rent to units')

## Procedure

1. Go to the Rentable units selection level.



The **Show list**  / **Show tree**  toggle button allows you to switch between the tree view and list view of the elements list at the **Rentable units** selection level.

2. On the action panel, click **Add ...**
  - Choose **Rent from unit** to add a unit rented from another party.
  - Choose **Rent to unit** to add a unit rented out to another party.



If you add a rentable unit at the **Rentable units** selection level, Planon ProCenter automatically adds a line at the **Life cycle of rentable unit** selection level. The rentable unit's attributes fields become read-only after saving. If during the rentable unit's life cycle some of the rentable unit's attributes change, you must use the **Add modification** action. For more information, see [Modifying a rentable unit's attributes](#).

3. On the data panel, enter the required information. The use of some fields is quite simple and will not be discussed here. For a description of the other fields, see [Rentable unit data fields](#).
4. You can now link a floor to the rentable unit. For more information, see [Linking floors to a rentable unit](#).

## Copying a rentable unit

It is possible to copy a rentable unit using the following procedure.

### Procedure

1. Go to Rentable units.
2. Select the rentable unit you want to copy.
3. On the action panel, click Copy.

**The Copy rentable unit dialog box appears.**

4. Complete the options in the dialog box:
  - **Copy as of** – Use the date picker to select a date. The copy of rentable unit will be created as it is available on the selected date. This date should be within the begin and end date of the rentable unit.
  - **Copy modifications** – Select **Yes**, if you want to copy the modifications of the rentable unit that you are copying.
  - **Copy Sub Rent to / Rent from units** – Select this option to copy the 'sub rent to' or 'sub rent from' units of the selected rentable unit.


5. Click OK.

**A new rentable unit is created as a copy of the selected rentable unit and it is vacant.**

 You can link a copied rentable unit to another property by changing the rentable unit's **Property** field. For more information, see [Modifying a rentable unit's attributes](#).

## Linking a rentable unit to a contract line

You can link a rentable unit to a (lease) contract line. Linking a rentable unit to a contract line copies predefined values from the rentable unit to the contract line. You can change these values manually.

 Within a single contract, you can link a rentable unit to multiple contract lines. The rentable unit remains occupied throughout the entire duration of the lease contract lines to which it has been linked.

### Procedure

1. Go to **Contracts**.
2. Navigate to **Contract lines**.
3. Select the contract line to which you want to link a rentable unit.
4. In the **Rentable unit** field, select the rentable unit you want to link.

**The dialog box in which you can select a rentable unit is context-sensitive: if the selected contract is a payment contract, the dialog box will only display **Rent from units**; if the contract is not a payment contract, it will display **Rent to units**. You can only link rentable units to a lease contract if they are in the **Not rented** status. After linking a rentable unit to a lease contract line that is in the **In preparation** status, the rentable unit is automatically assigned the **On option** status. As soon as the lease contract line is activated, the status of the linked rentable unit changes from **On option** to **Rented**. This only applies to rentable units linked to **lease contract lines**. Once the contract line is in the **Active** status, you can no longer change this field.**

5. Save the contract line.

 For more information about the available fields for (lease) contract lines, see [Contract line fields](#) and [Lease contract line fields](#).

## Linking floors to a rentable unit

You can link a floor to a rentable unit.

### Procedure

1. Go to **Rentable units > Rentable units**.

2. In the elements list, select the rentable unit to which you want to link a floor.
3. Go to Details > Linked floors.
4. On the action panel, click Add.
5. On the data panel, enter the relevant data. See Fields Rentable unit - Linked floors for the field descriptions.
6. Click Save.

## Adding an overlapping rentable unit- linked floor

A configuration of a rentable unit – linked floor may require changes during its life cycle. For example, a floor is occupied by a different party. To enable this change, you can add overlapping rentable unit – linked floor combinations.

### Example

Let's assume you have a rentable unit – linked floor combination with the following values:

Start date : 01/01/2021

End date : 12/31/2021



Now, for the same combination of rentable unit – linked floor, a new is configuration is introduced:

Start date : 09/01/2021

End date : empty



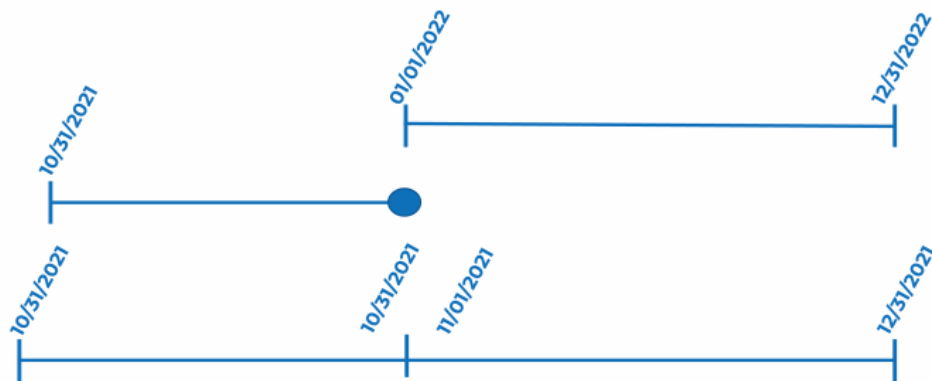


This creates a second life cycle:

- The first life cycle ends on the start date of the second life cycle minus one day
- The start date of the second life cycle automatically assumes the end date of the first life cycle



**i** This change results in a new life cycle on the **Life cycle of rentable unit** step. The same is possible for introducing a new combination with a start date before the start date of the first combination.




**i** To enable this feature, the end date of the new combination must always be open.

## Modifying a rentable unit's attributes

You can modify a rentable unit's attributes via the **Add modification** action.

### Procedure

1. Go to Rentable units.
2. In the elements list, select the rentable unit whose attributes you want to modify.
3. On the action panel, click Add modification.
4. In the Enter values dialog box, in the Add modification on: field, specify the date on which the modification is to become effective. By default, the reference date is selected. Click OK to use this date.
5. To select another date, click  in the Add modification on: field, select the required date in the date picker and click OK.
6. Depending on the type of rentable unit selected, the Rent from unit or Rent to unit dialog box appears, displaying data as it is on the date you specified in the Enter values dialog box (steps 4 / 5).
7. In this dialog box, modify the rentable unit's attributes as required and click OK to save your changes.

The rentable unit's attributes are now modified.



The Details > Life cycle of rentable unit selection step allows you to keep track of modifications made over time. If you add a new modification, Planon ProCenter automatically fills in the end date of the previous modification. Modifications must always be consecutive in time.

## Viewing property valuation details

In the Properties and Property details TSI, you can maintain property valuation details such as book value, market value, and annual ERV. For added convenience, you also have the option to view these details directly within the Rentable Units TSI. To do this, follow the procedure below.

### Procedure


1. At the **Properties** selection level, select the specific property for which you wish to view the valuation data.
2. Navigate to Components > Property valuation details.

**The valuation details of the selected property are displayed.**

For more information on working with properties and property details, see [Property details](#).

# Rentable Units – Field Descriptions

## Usage fields

| Field               | Description  |
|---------------------|--|
| Unit of measurement | <p>Select the unit of measurement that applies to the rentable unit from a pick list. This pick list contains the units of measurement defined in Supporting data .</p> <div data-bbox="483 680 1312 774" style="border: 1px solid #0070C0; padding: 5px;"> For more information on Supporting data , see <a href="#">Supporting data</a>.</div> <p>The unit of measurement is linked to the rentable unit's quantity. The <b>Quantity</b> field at the <b>Rentable units</b> selection level enables you to specify the quantity of the rentable unit.</p> |
| Unit of time        | <p>Specify the period of time that applies to the target price. You can choose from the following settings:</p> <ul style="list-style-type: none"><li>• <b>Day</b></li><li>• <b>Week</b></li><li>• <b>Month</b></li><li>• <b>Quarter</b></li><li>• <b>Year</b></li><li>• <b>Once only</b></li></ul> <p>The target price can be specified in the <b>Target price</b> field at the Components &gt; Usage with rating selection step.</p> <p>Example: a target price of 100 euros per month per square meter.</p>   |

## Usage with rating fields

| Field    | Description   |
|----------|---|
| Code     | Enter a code for the usage with rating.                     |
| Property | Select the property to which the usage with rating applies. |


| Field               | Description  |
|---------------------|--|
|                     | <div style="border: 1px solid blue; padding: 5px;"> <p><b>i</b> A usage with rating must be unique for a property. This means that the combination of the values entered in the <b>Code</b> and <b>Property</b> fields must be unique.</p> </div>  |
| Usage               | Select the rentable unit's <b>usage</b> from a list. This list contains the different types of usage registered at the Components > Usage selection step. For more information on adding a usage, see <a href="#">Adding a usage</a> .   |
| Rating              | Select the rentable unit's <b>rating</b> from a list. This list contains the ratings registered at the Components > Ratings selection step. For more information on adding and maintaining ratings, see <a href="#">Adding ratings</a> .   |
| Actual start date   | Enter the actual start date of the usage with rating. This date must be on or before the start date of the rentable unit.  |
| Actual end date     | Enter the actual end date of the usage with rating.  |
| Target price        | Specify the <b>target price</b> .  |
|                     | <div style="border: 1px solid blue; padding: 5px;"> <p><b>i</b> If you linked a rentable unit to a contract line, Planon automatically calculates and populates the amount on the contract line, based on the target price in combination with the quantity of a rentable unit. You can manually change this calculated target price at the contract line. For more information, see <a href="#">Contracts</a>.</p> </div> |
| Unit of measurement | This read-only field is automatically populated with the unit of measurement linked to the <b>usage</b> .  |
| Unit of time        | This read-only field is automatically populated with the unit of time linked to the <b>usage</b> .   |


## Rentable unit fields

| Field                        | Description  |
|------------------------------|--|
| Energy index                 | The energy index expresses the energy efficiency of a building in a number. Enter a numerical value in this field.           |
| Energy index expiration date | Enter the date on which the energy index expires. On this date, the energy index must be redetermined.                       |
| Energy label                 | Select a relevant <b>energy label</b> from the <b>Energy label</b> dialog box that is available in this field. Energy labels |

| Field                            | Description   |
|----------------------------------|---|
| Energy label expiration date     | are maintained and added in Supporting data . For more information, see <a href="#">Energy labels</a> .   |
| EP-2                             | Enter the date on which the energy label expires. On this date, the energy label must be redetermined.  |
| EP-2 expiration date             | The EP-2 indicates the primary fossil energy consumption. Enter the EP-2 as a numerical value in this field.  |
| Estimated Rental Value           | Enter the date on which the EP-2 expires. On this date, the EP-2 must be redetermined.  |
| General use?                     | Enter the Estimated Rental Value (ERV) for the rentable unit. The ERV represents the projected or estimated value of the rent for the unit. It is an assessment of the amount of rent that can be reasonably expected based on various factors such as location, market conditions, comparable rental rates, property features, and demand.   |
| Gross area                       | Specify whether a unit is reserved for general use. If set to <b>Yes</b> , the unit will be shared by several parties and is not available for rent. For example, an entrance hall or recreation room, etc. If set to <b>No</b> , the unit is available for rent.   |
| Gross area of linked floors      | Enter the gross area of the rentable unit, including outer walls.   |
| Gross perimeter of linked floors | This field displays the gross area of the rentable unit. Because a rentable unit may consist of multiple properties and floors, the calculated value displayed here is the sum of all floors linked to the rentable unit at a given reference date. For more information on linking floors, see <a href="#">Linking floors to a rentable unit</a> .   |
| Net area                         | This field displays the gross perimeter of the rentable unit. Because a rentable unit may consist of multiple properties and floors, the calculated value displayed here is the sum of all floors linked to the rentable unit at a given reference date. For more information on linking floors, see <a href="#">Linking floors to a rentable unit</a> .  |
| Net area of linked floors        | Enter the net area of the rentable unit, excluding outer walls. This field displays the net area of the rentable unit. Because a rentable unit may consist of multiple properties and floors, the calculated value displayed here is the sum of all floors linked to the rentable unit at a given reference date. For more information on linking floors, see <a href="#">Linking floors to a rentable unit</a> . |

| Field                          | Description   |
|--------------------------------|---|
| Net perimeter of linked floors | <p>This field displays the net perimeter of the rentable unit.</p> <p>Because a rentable unit may consist of multiple properties and floors, the calculated value displayed here is the sum of all floors linked to the rentable unit at a given reference date. For more information on linking floors, see <a href="#">Linking floors to a rentable unit</a>.</p>   |
| Occupancy code                 | <p>This field displays the rentable unit's occupancy code. Every newly added rentable unit is automatically assigned the <b>Vacant</b> occupancy code. If a rentable unit is linked to a lease contract, its occupancy code is automatically set to <b>On option</b>. As soon as the lease contract is activated, the occupancy code of the linked rentable unit is automatically changed from <b>On option</b> to <b>Rented</b>.</p> <p>If the rentable unit is not linked to a lease contract, you can manually change its occupancy code. Select another occupancy code from the list available in this field: <b>Vacant</b>, <b>On option</b>, <b>Renovation</b>, <b>Rented</b>.</p> <p>For more information on manually changing a rentable unit's occupancy code, see <a href="#">Modifying a rentable unit's attributes</a>. For more information on linking a rentable unit to a (lease) contract, see <a href="#">Contracts</a>.</p> |
| Owner                          | <p>Select the company that owns the rentable unit from the pick list. This pick list can be added and maintained in <a href="#">Addresses</a> .</p>   |
| Property                       | <p>Select the property to which the rentable unit belongs. The rentable unit inherits the property's address information as soon as it is linked to that property.</p>  |
| Property valuation details     | <p>This field shows the property valuation details, such as book value, market value, and annual ERV (Estimated Rental Value), for the property linked to the rentable unit. It provides a quick overview of the property valuation details over time.</p> <p>Property valuation details can also be viewed at the <b>Property valuation details</b> selection step in <a href="#">Rentable Units</a> . For more information, see <a href="#">Viewing property valuation details</a>.</p>   |
| Quality level                  | <p>If you use the Objective-based maintenance solution, you can select a relevant quality level for the selected rentable unit, in this field.</p>  |
| Quantity                       | <p>Enter the quantity of the rentable unit.</p>   |

 The complete Objective-based maintenance solution is scheduled to be released in 2024.

| Field                    | Description  |
|--------------------------|--|
| Rebuild value            | Enter the rebuild value of the rentable unit. The rebuild value represents the estimated cost to rebuild or replace the rentable unit in the event of damage or destruction. It is an assessment of the expenses that would be incurred to restore the unit to its original condition, considering materials, labor, and associated costs.   |
| Rent cap                 | Enter the rent cap for the rentable unit. Rent cap refers to the maximum allowable increase in rent that can be imposed on a rentable unit within a specified period.  |
| Review rent              | Enter the review rent for the rentable unit. Review rent refers to the rent amount that is subject to review or evaluation at a specific interval or under certain circumstances. It is the rent that may be adjusted based on predefined conditions, such as periodic rent reviews, lease renewals, or changes in market conditions.  |
| Start date /<br>End date | Enter the start date and end date of the rentable unit.  |
| Target price<br>per unit | By default, the value in this field is taken over from the target price you specified in the linked <a href="#">usage with rating</a> . You can manually change this value.  |
|                          | <div style="border: 1px solid #0070C0; padding: 5px;"> <p> It is not mandatory to register a target price on the usage with rating; you can also do this directly on the rentable unit.</p> <p>By default, if a rentable unit is linked to a <a href="#">contract line</a>, the target price is taken over as the amount in the contract line. This amount can be changed.</p> </div> |
| Total target<br>price    | Planon automatically calculates and populates the total target price, based on the target price per unit in combination with the quantity of a rentable unit. You can manually change this calculated target price.  |
| Target price<br>per year | This field is automatically calculated and populated by Planon. When defining a rentable unit, the target price can be specified in various units of time for example, a price per month, quarter or year. To ensure that you can easily compare target prices, Planon converts them into a <b>Target price per year</b> .   |
| Tax value                | Enter the tax value of the rentable unit. Tax value refers to the assessed value of the rentable unit for property tax purposes.   |
| Usage                    | Select the rentable unit's <a href="#">usage</a> from a list. This list contains the different types of usage registered at the Components   |

---

| <b>Field</b>         | <b>Description</b>  |
|----------------------|---|
|                      | > Usage selection step. For more information on adding a usage, see <a href="#">Adding a usage</a> .  |
| Usage with rating    | Select the rentable unit's usage with rating from a list. This list displays the 'usage with ratings' linked to the property.                         |
| Year of construction | Enter the year in which the rentable unit was originally built or constructed. It represents the year when the building's construction was completed. |

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## Fields Rentable unit - Linked floors

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| <b>Field</b>    | <b>Description</b>   |
|-----------------|--|
| Start date      | Enter the date on which the link between the rentable unit and the floor becomes effective.                                  |
| End date        | Enter the date on which the link between the rentable unit and the floor ends.   |
| Floor           | Select the floor you want to link to the rentable unit from a list containing the floors added to Planon ProCenter .         |
| Rentable unit   | Select the rentable unit you want to link the floor to from a list containing the rentable units added to Planon ProCenter . |
| Gross area      | Enter the gross area of the rentable unit on the linked floor.   |
| Net area        | Enter the net area of the rentable unit on the linked floor.   |
| Gross perimeter | Enter the gross perimeter of the rentable unit on the linked floor.  |
| Net perimeter   | Enter the net perimeter of the rentable unit on the linked floor.  |

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# Index

## C

Communication logs 10  
concepts 7

## E

Energy label: definition 10

## F

Floor  
link to rentable unit 15

## H

History  
rentable units 10  
usage with rating 10

## O

Overlapping rentable unit - linked floor  
add 16

## P

Property valuation details  
view 18

## Q

Quantity 19

## R

Ratings 19  
add 12  
data 12  
Reference date  
active 9  
rentable unit  
link to contract line 15  
Rentable unit attributes  
modify 18  
Rentable unit: copy 14  
Rentable units 7  
add 13  
attributes 7, 13  
classify 9  
data 13  
life cycle 7  
quality ratings 9  
target prices 9

usage 8  
usage with rating 9  
Rentable units: overview 6  
Rentable units: rented from 7  
Rentable units: rented out to 7

## T

Target prices 19  
adjust 13

## U

Unit of measurement 19  
Usage 19  
add 12  
data 12  
Usage with rating 19  
add 12  
data 12

## W

Working with... 12