

# COMMERCIAL REAL ESTATE

---

## ChatGPT Cheat Sheet

Graham Wahlberg

[www.grahamwahlberg.com](http://www.grahamwahlberg.com)

<https://www.linkedin.com/in/grahamwahlberg>

# Commercial Real Estate

## ChatGPT Cheat Sheet

This cheat sheet provides a variety of resources to assist professionals in the commercial real estate industry. From writing emails to creating standard operating procedures, summarizing reports to analyzing financials, this cheat sheet covers a wide range of topics relevant to the industry. It includes tips and advice on property management, marketing and promotion, site selection, and risk management, among others. Additionally, it offers tools for networking, conducting economic impact analyses, and generating ideas for cutting-edge research topics. Whether you are a landlord, tenant, property manager, or developer, this cheat sheet has something for you.

## 1. Writing Emails

*Write an email to the CEO convincing them to stock delicious snacks in the break room, emphasizing employee health, productivity, and referencing a scientific study.*

## 2. Write a Standard Operating Procedure (SOP)

*Create an SOP for our office protocol related to snack allocation, covering who gets snacks, where to put trash, and whether eating at desks is allowed.*

## 3. Edit for Clarity

*Edit the preceding SOP for clarity, spelling, and brevity.*

## 4. Rewrite an Email

*Summarize the following email from [x].*

## 5. How-To Questions

*How do I highlight cells in Excel that are duplicates?*

## 6. Filling Tables

*Help me fill out this table with the latest information on our industrial properties (zip code, county, and headquarters). Output the results in a table format and add any interesting information as new columns.*

## 7. Writing Excel Formulas

*How can I create a formula that calculates the net present value of a property? Show me how to write a formula that calculates the internal rate of return of a project.*

## 8. Summarizing Reports

*Help me summarize this report on the latest industrial real estate trends.*

## 9. Audit a Document

*Audit this legal agreement for a new lease.*

## 10. Writing VBA Macros

*Write a macro that generates a summary report based on a list of properties with the following columns: Name, Address, Square Feet, Value, Rent, Tenant, Cap Rate, WALT, and Market Rent.*

## 11. Compile a Letter of Intent (LOI)

*Create a customizable template for an LOI for each property acquisition.*

## 12. Analyzing Financials

*Generate a simple set of fake financial statements for a logistics company (with specific categories related to logistics) that appears to be losing money and has high debt.*

*Evaluate the preceding financial statements for strengths and weaknesses.*

## 13. Making a Web App

*Recommend a technology stack for a web app displaying industrial property listings with a user-friendly interface and responsive design.*

*Provide a sample code snippet to retrieve and display property data from a database using the recommended technology stack.*

## 14. Idea Generation

*Generate a list of research topics focused on cutting-edge trends in commercial real estate, especially relevant in the current economic environment (e.g., recession, challenged product types).*

## 15. Dossier and Interview Preparation

*Create a background report/dossier on [X].*

*Provide questions to ask [X] during an upcoming interview.*

*Conduct research on [company name and scope].*

## 16. Market Analysis

*Provide a brief overview of the current commercial real estate market in [city or region].*

*Compare the performance of different property types (office, industrial, retail, etc.) in [city or region].*

## 17. Tenant Screening

*Help me create a list of questions to ask potential tenants during the screening process.*

*Suggest a process for evaluating and comparing the financial stability of prospective tenants.*

## 18. Lease Negotiation Tips

*Provide tips for negotiating favorable lease terms for both landlords and tenants. Suggest strategies for resolving common disputes during lease negotiations.*

## 19. Property Management Best Practices

*Share best practices for managing commercial real estate properties, including tenant relations, maintenance, and financial management.*

*Offer suggestions for implementing technology solutions to improve property management efficiency.*

## 20. Sustainability and Energy Efficiency

*Recommend strategies for making commercial properties more energy-efficient and sustainable.*

*Provide a list of incentives and rebates available for implementing energy-efficient upgrades in [city or region].*

## 21. Site Selection and Development

*Help me create a checklist of factors to consider when selecting a site for a new commercial development.*

*Offer guidelines for evaluating the feasibility of a proposed development project.*

## 22. Marketing and Promotion

*Suggest creative marketing strategies for promoting commercial properties to potential tenants or buyers.*

*Provide tips for creating engaging property listings and virtual tours.*

## 23. Networking and Relationship Building

*Share advice on building a strong network in the commercial real estate industry. Offer suggestions for maintaining positive relationships with industry partners, such as brokers, lenders, and property managers.*

## 24. Economic Impact Analysis

*Analyze the potential economic impact of a proposed commercial development project on the surrounding community.*

*Provide recommendations for maximizing the positive economic impact of a development project.*

## 25. Risk Management

*Identify common risks associated with commercial real estate investments and suggest strategies for mitigating them.*

*Help me develop a risk management plan for a specific commercial property or portfolio.*