

BOMA Foundations Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of questions,

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Don't worry about getting everything right, your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations, and take breaks to retain information better.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning.

7. Use Other Tools

Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly — adapt the tips above to fit your pace and learning style. You've got this!

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Questions

- 1. What does the term "subleasing" mean in commercial real estate?**
 - A. Renting a property from the landlord directly**
 - B. When a tenant leases the property to another tenant, maintaining primary responsibility to the landlord**
 - C. Exclusively renting office space for short-term projects**
 - D. Transferring lease obligations to a new tenant without landlord involvement**
- 2. What is the general term for space in the building shared by tenants?**
 - A. Common area**
 - B. Shared space**
 - C. Public area**
 - D. Joint space**
- 3. In a tenant improvement project, what do you call options that increase the scope of work and also typically the cost?**
 - A. Change orders**
 - B. Add alternates**
 - C. Cost overruns**
 - D. Scope adjustments**
- 4. Which of the following are considered examples of operating expenses?**
 - A. Utilities and payroll**
 - B. Marketing and advertising**
 - C. Research and development**
 - D. Maintenance and upgrades**
- 5. In accounting, what is an entry for payments typically called?**
 - A. Debit**
 - B. Credit**
 - C. Invoice**
 - D. Receipt**

- 6. What report would a property manager refer to in order to effectively schedule capital improvements?**
- A. Annual budget report**
 - B. Property condition reports**
 - C. Tenant feedback reports**
 - D. Market analysis report**
- 7. What does 'NNN' stand for in commercial leases?**
- A. Net Lease**
 - B. Triple Net Lease**
 - C. None Net Lease**
 - D. Net Negative Lease**
- 8. What is the term for the section of the drain that prevents sewage odors from escaping?**
- A. P trap**
 - B. S trap**
 - C. U bend**
 - D. Drain gate**
- 9. What is one of the key roles of a property management agreement related to tenant interactions?**
- A. History of the property**
 - B. Providing legal representation in disputes**
 - C. Establishing clear communication channels**
 - D. Increasing property value through renovation**
- 10. What is one advantage of automated building systems?**
- A. Increased maintenance work**
 - B. Enhanced energy efficiency**
 - C. Higher rent pricing**
 - D. More manual controls for tenants**

Answers

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1. B
2. A
3. B
4. A
5. B
6. B
7. B
8. A
9. C
10. B

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Explanations

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1. What does the term "subleasing" mean in commercial real estate?

- A. Renting a property from the landlord directly**
- B. When a tenant leases the property to another tenant, maintaining primary responsibility to the landlord**
- C. Exclusively renting office space for short-term projects**
- D. Transferring lease obligations to a new tenant without landlord involvement**

Subleasing in commercial real estate refers to the situation where a tenant leases their rental space to another tenant while still retaining primary responsibility to the landlord for meeting the terms of the original lease. This arrangement allows the original tenant, often referred to as the sublessor, to generate income from the leased property while still being accountable for all lease obligations, such as rent payment and property maintenance, as stipulated in their direct lease agreement with the landlord. In this context, the sublessee becomes responsible only for the terms of the sublease with the sublessor, not the original lease with the landlord. This structure benefits both parties: the original tenant can reduce their financial burden or exit a space they no longer need, and the new tenant gains access to desired space without directly negotiating with the landlord. The other options present different scenarios that do not accurately capture the definition of subleasing. Renting directly from the landlord is a straightforward lease situation and does not involve a subtenant. Short-term projects might suggest a lease agreement, but it does not equate to subleasing unless it involves passing the primary lease to another tenant. Transferring lease obligations without landlord involvement also contradicts the nature of subleasing, as the landlord typically remains involved in some capacity,

2. What is the general term for space in the building shared by tenants?

- A. Common area**
- B. Shared space**
- C. Public area**
- D. Joint space**

The term "common area" refers to spaces within a building that are available for use by all tenants and often include areas like lobbies, hallways, restrooms, and sometimes shared amenities such as gyms or lounges. In commercial real estate, common areas are essential because they represent the spaces that contribute to the overall functionality of the building, enhancing the experience for all tenants and their visitors. Understanding the concept of common areas is crucial in property management and leasing, as these spaces often influence lease agreements, operating expenses, and overall tenant satisfaction. Common areas are typically maintained by the property management and may be factored into the costs tenants incur, such as common area maintenance (CAM) charges. In contrast, the other terms like "shared space," "public area," and "joint space," while they might describe similar concepts, do not carry the same industry-standard definition as "common area" and can lead to confusion about the specific rights and uses of the space among tenants.

3. In a tenant improvement project, what do you call options that increase the scope of work and also typically the cost?

- A. Change orders**
- B. Add alternates**
- C. Cost overruns**
- D. Scope adjustments**

In a tenant improvement project, options that increase the scope of work and often lead to higher costs are referred to as add alternates. These are additional items or upgrades that a tenant may choose to incorporate into their space, beyond the initial specifications of the project. Usually outlined in the bidding documents, add alternates allow flexibility in decision-making based on budget and needs after reviewing the base bid. Add alternates provide an opportunity for property owners or tenants to enhance the project beyond the original design while still considering cost constraints. When a tenant selects an add alternate, it expands the project scope which often results in increased expenses due to the additional materials or labor required. In contrast, change orders typically pertain to modifications made to the contract after the execution, often due to unforeseen circumstances or changes in the project's direction rather than pre-planned enhancements. Cost overruns refer to situations where actual costs exceed the budget, which isn't specifically about choices made to expand the project scope. Scope adjustments might suggest alterations made to the project but do not necessarily indicate additional options chosen at the outset. Thus, add alternates are the correct term for options that increase both the work and the associated costs in a tenant improvement project.

4. Which of the following are considered examples of operating expenses?

- A. Utilities and payroll**
- B. Marketing and advertising**
- C. Research and development**
- D. Maintenance and upgrades**

Operating expenses refer to the costs involved in the regular functioning of a business, specifically those that are necessary to maintain the day-to-day operations. Utilities and payroll are fundamental components of operating expenses as they directly relate to the expenditures needed to keep the premises running and staff employed. Utilities encompass costs such as electricity, water, and heating, which are essential for the business operations of any facility. Payroll includes salaries and wages for employees who contribute to the daily operations of the organization. These expenditures are recurring and directly tied to the functionality of the business, making them key examples of operating expenses. In contrast, marketing and advertising are often considered part of selling expenses and are aimed at promoting the business rather than maintaining its operations. Research and development costs are associated with creating new products or improving existing ones and typically fall under capital expenditures, not routine operating expenses. Maintenance and upgrades may involve certain periodic operational expenditures; however, they can also be capitalized depending on their nature and impact on the asset's value, thus making them less consistent as regular operating costs. Therefore, utilities and payroll clearly illustrate typical operating expenses essential for keeping the business operational on a daily basis.

5. In accounting, what is an entry for payments typically called?

- A. Debit**
- B. Credit**
- C. Invoice**
- D. Receipt**

In accounting, the term for an entry that represents payments made is typically referred to as a credit. When a business or an individual makes a payment, it signifies a decrease in cash or an asset, which is recorded as a credit. This entry increases the liabilities or equity of the business, reflecting the obligation that has been satisfied through the payment. The correct terminology helps ensure accurate financial reporting, as each transaction will impact the financial statements accordingly. When cash is paid out, the asset account (like cash) is decreased, hence the credit reflects that change in the accounting equation: $\text{assets} = \text{liabilities} + \text{equity}$. This understanding of how credits function in the accounting process is essential for maintaining clear and precise financial records, ensuring that all transactions are properly documented and represented in the financial statements as required by generally accepted accounting principles (GAAP).

6. What report would a property manager refer to in order to effectively schedule capital improvements?

- A. Annual budget report**
- B. Property condition reports**
- C. Tenant feedback reports**
- D. Market analysis report**

A property manager would refer to property condition reports to effectively schedule capital improvements. These reports provide a detailed assessment of the property's current state, highlighting areas that need repair, replacement, or upgrades. By understanding the specific conditions of various elements of the property—such as the roof, HVAC systems, plumbing, and electrical systems—the property manager can prioritize necessary capital improvements based on urgency, budget constraints, and potential impacts on occupancy. These reports help in identifying long-term investment needs and planning for future expenditures, ensuring that improvements align with the overall strategy for property enhancement and tenant satisfaction. Property condition reports also facilitate discussions with stakeholders by presenting clear evidence of the necessity and timing of improvements. This strategic approach is essential for maintaining the value and appeal of the property over time.

7. What does 'NNN' stand for in commercial leases?

- A. Net Lease
- B. Triple Net Lease**
- C. None Net Lease
- D. Net Negative Lease

In commercial leases, 'NNN' stands for Triple Net Lease. This type of lease structure signifies that the tenant is responsible for not just the rental payments, but also for three additional costs: property taxes, insurance, and maintenance/repairs for the leased property. This arrangement places a greater financial responsibility on the tenant compared to other lease types, where the landlord may cover these costs. Understanding Triple Net Leases is crucial for both tenants and landlords, as it impacts the overall financial obligations and risk associated with leasing commercial real estate. While 'Net Lease' refers to a lease in which a tenant pays some combination of property expenses in addition to rent, it does not fully encompass the comprehensive nature of a Triple Net Lease, which specifies the three main expenses. The phrases 'None Net Lease' and 'Net Negative Lease' do not represent recognized terms in commercial real estate, reinforcing that 'Triple Net Lease' is the accurate interpretation of 'NNN.'

8. What is the term for the section of the drain that prevents sewage odors from escaping?

- A. P trap**
- B. S trap
- C. U bend
- D. Drain gate

The correct term for the section of the drain that prevents sewage odors from escaping is the P trap. This component is specifically designed to create a water seal that holds a small amount of water at all times. This water acts as a barrier, preventing sewer gases and odors from rising back up through the drain into the living space. The P trap is commonly found under sinks, tubs, and floor drains, and it is essential for maintaining hygiene and comfort in buildings by ensuring that unpleasant smells do not enter occupied areas. The other terms refer to different types of drainage or plumbing configurations. For example, the S trap is similar in function to the P trap but typically has a design that can be used in specific installations. The U bend is a general term that could describe any curved section of piping, not specifically referred to in plumbing codes. A drain gate usually refers to a mechanism used to control the flow of water in drainage systems, rather than preventing odors. Understanding the function of the P trap emphasizes its importance in plumbing systems and its role in health and safety standards.

9. What is one of the key roles of a property management agreement related to tenant interactions?

- A. History of the property**
- B. Providing legal representation in disputes**
- C. Establishing clear communication channels**
- D. Increasing property value through renovation**

Establishing clear communication channels is a crucial role of a property management agreement when it comes to tenant interactions. This aspect of the agreement outlines how property managers and tenants will communicate regarding various issues, including maintenance requests, lease clarifications, and any concerns or complaints that may arise during the tenancy. Effective communication helps in building a positive relationship between tenants and management, which can lead to higher tenant satisfaction and retention. Furthermore, a well-defined communication strategy can preemptively address small issues before they escalate into larger conflicts, ensuring both tenants and property managers have a mutual understanding of expectations and responsibilities. This focus on communication also reinforces the property management's role as a liaison between the landlord and the tenants, ensuring that the needs and concerns of both parties are addressed in a timely manner.

10. What is one advantage of automated building systems?

- A. Increased maintenance work**
- B. Enhanced energy efficiency**
- C. Higher rent pricing**
- D. More manual controls for tenants**

Automated building systems offer significant advantages, one being enhanced energy efficiency. These systems utilize advanced technology to monitor and control various building functions such as heating, ventilation, air conditioning, lighting, and security. By optimizing these systems, automated controls can reduce energy consumption significantly. For example, they can adjust heating and cooling based on occupancy levels and outdoor conditions, leading to lower utility costs and a reduced environmental footprint. Moreover, enhanced energy efficiency not only contributes to savings for building owners and occupants, but it can also improve tenant comfort and satisfaction. Since these systems operate proactively, they can respond in real-time to changes in building occupancy or weather, ensuring that energy use is minimized without sacrificing comfort. This dynamic adaptability makes automated systems a valuable investment for modern buildings seeking to achieve sustainability goals and attract tenants interested in energy-conscious living or working spaces.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://bomafoundations.examzify.com>

We wish you the very best on your exam journey. You've got this!