

rAbstract

Reference Manual

End-Users



Shaping CRE Technology.

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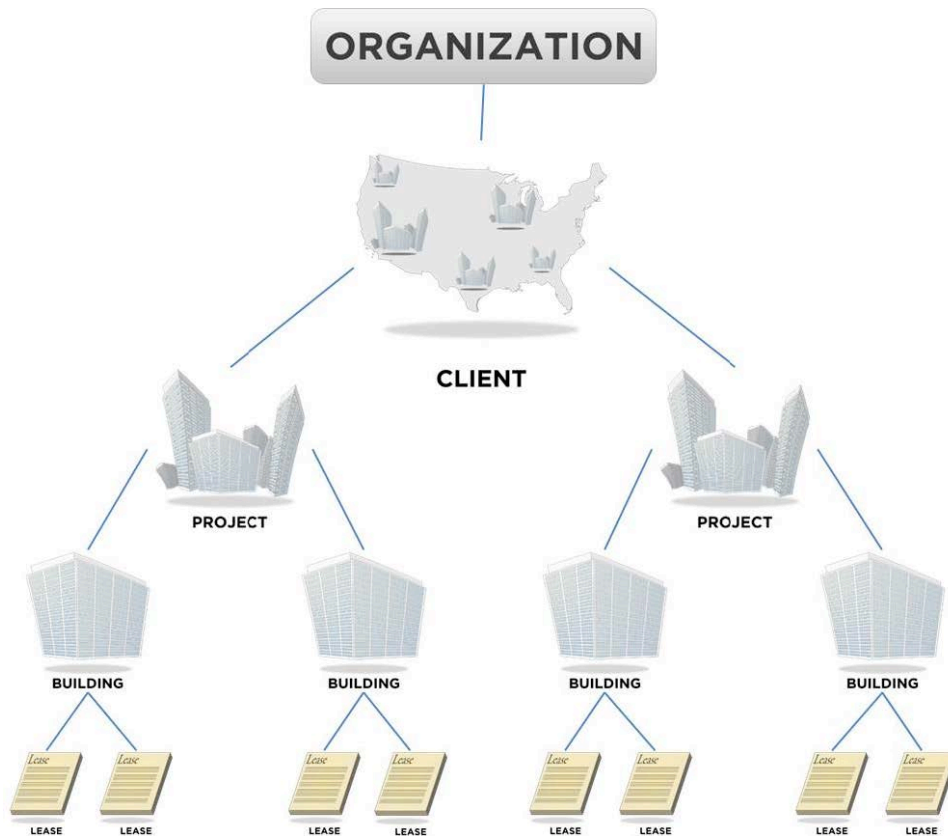
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Introduction to rAbstract

Getting Started

For a first-time user of rAbstract, the process of navigating the Dashboard, maneuvering the Navigation Tree or adding Buildings, Floors and Leases may seem like a daunting task. The first step to understanding the program is to understand the system hierarchy.

Below is a sample chart showing the levels within rAbstract's system hierarchy. Beyond the chart are the definitions of each level.



System Hierarchy

At each step within the hierarchy, there can be multiple instances of the immediately succeeding level (i.e., an organization can have one or more clients, a client can have one or more projects, a project can have one or more buildings, and a building can have one or more leases).

Administrative tasks are required to be performed at each level within the hierarchy. Using the security features of rAbstract, one or more individuals may be assigned administrative rights at each level. The same individual may be

assigned as an administrator at multiple levels; likewise, each level may have unique administrators. This type of system flexibility allows each Organization to establish administrative security to best meet their needs.

Organization

The Organization is the top of the rAbstract umbrella. When a company subscribes to rAbstract, our system administrators create an Organization for that company.

For customer administrators, this is where Clients are created and Users are made and maintained. Organizations are typically a customer administrator's first port of call.

Client

The Client is the container that holds the Projects. Many items, including the list of clauses to be abstracted, are administered at the Client level.

Project

The Project is the container that holds the Buildings. This is simply meant as a logical grouping of buildings. Most often, a Project is a particular development of Buildings, however, users may choose to classify a portfolio of Buildings as a Project, while others may choose to create Projects by region, class or size.

Building

The Building is the container in rAbstract that holds the Leases. Buildings consist of floors, which in turn contain suites. These suites are then assigned to tenants within a lease for a period of time as defined at the lease level. Suite creation dates at the building level are independent of the dates they are assigned at the lease level.

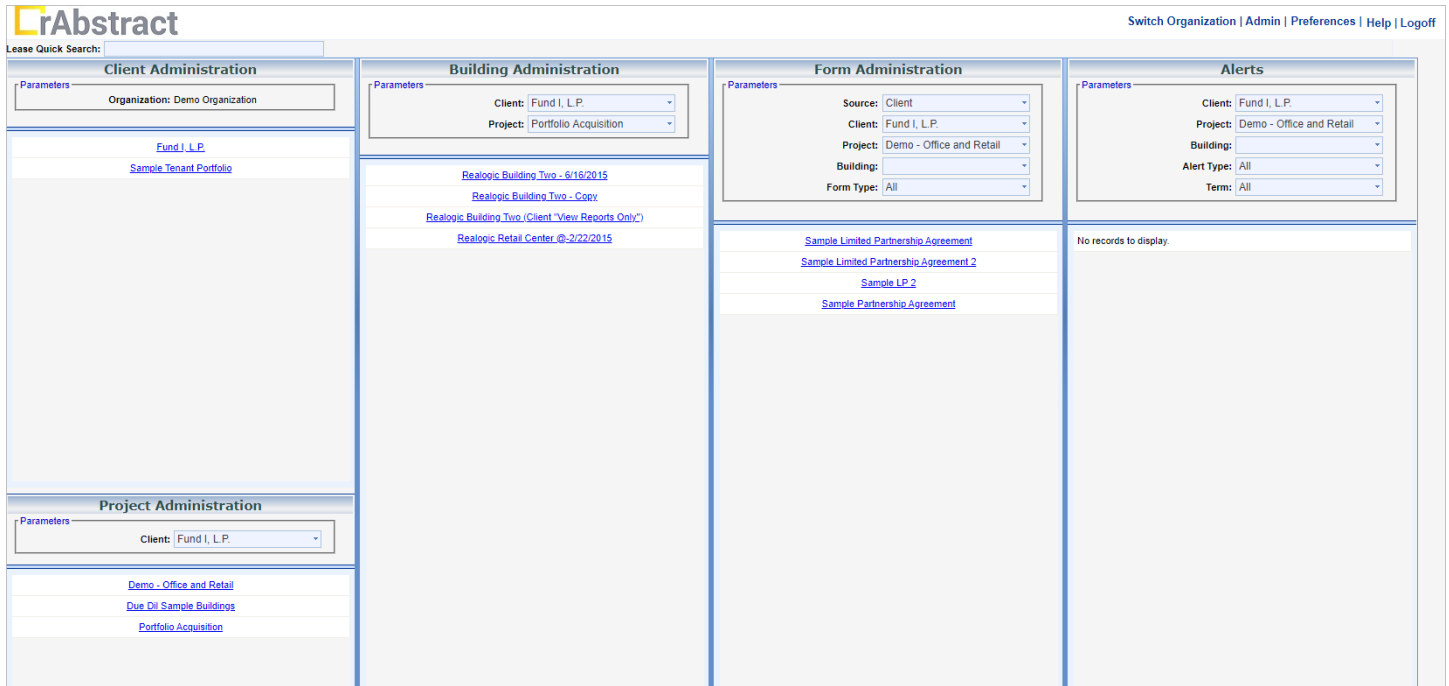
Rights to access, change and report on building data are controlled by the Administrator.

Lease

The fundamental unit of rAbstract is the Lease. It is the lifeblood of any commercial real estate venture and contains the rules and responsibilities by which the landlord and the tenant operate. Owners, Property Managers, Attorneys, Tenants and all intermediaries are expected to know and understand the financial and legal details of the lease or suffer the consequences.

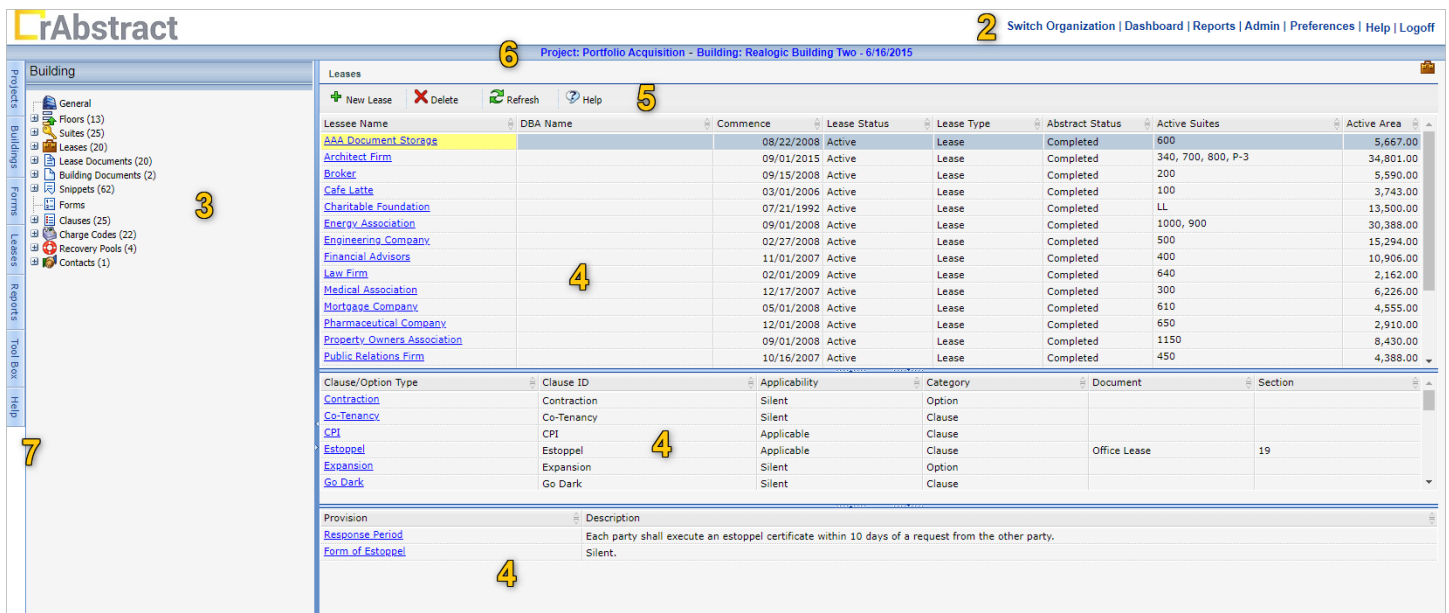
Navigating

rAbstract was created using several features designed to aid users in navigating the database efficiently.



1. The Dashboard

After logging into rAbstract, the user arrives at the Dashboard. The Dashboard is the user interface which displays all available Clients, Projects, Buildings, and Forms, as well as Alerts relevant to available Clients, Projects, Buildings, and Leases. The Dashboard may be accessed from any page in rAbstract by selecting "Dashboard" from the Menu.



2. Menu

The Menu is located at the top of every page in rAbstract and consists of increasing options as the user drills down into the database. At the Lease level, the Menu options include:

- Switch Organization
- Dashboard
- Reports
- Admin
- Preferences
- Help
- Logoff

The availability of certain Menu options is dependent on a user's Role and Permissions.

3. Navigation Tree

The Navigation Tree is located at the left side of the Client, Project, Building, Lease, and Report screens. The Navigation Tree permits the user to access different panes.

4. Panes

The Panes are where information is entered into the database. There are one to three panes available for data input, depending on the category selected from the Navigation Tree. The top pane is referred to as Pane 1 and the lower pane is referred to as Pane 2. Where a data input screen contains three panes, the middle pane is referred to as Pane 2 and the lower pane is referred to as Pane 3.

5. Toolbars

The Toolbars are located at the top of every pane and contain commands relevant editing information in each pane.

6. Breadcrumbs

Breadcrumbs appear at the top of every page, below the Menu, and illustrate the "trail" followed to arrive at the current page.

7. Sliding Pane

The Sliding Pane provides quick access menus on all input screens in rAbstract. Depending on the input screen, users have access to Projects, Buildings, Forms, Leases, a Tool Box and a Help Menu. The Help Menu provides links to the rAbstract Knowledge Base, to a Lease Term Glossary, and to Submit a Ticket.

Buildings

General Page

The Building is contained within a Project and contains the Leases. Project Administrators may add one or more Buildings in a Project. Project Administrators and Abstractors can perform Building level administrative tasks, such as setting up Floors and entering vacant Suites.

The screenshot displays the 'Building' page in the rAbstract application. The page title is 'Project: Portfolio Acquisition - Building: Realogic Building Two - 6/16/2015'. The left sidebar shows a tree view of the building's structure, including Floors (13), Suites (25), Leases (20), Lease Documents (20), Building Documents (2), Snippets (62), Forms, Clauses (25), Charge Codes (22), Recovery Pools (4), and Contacts (1). The main content area is titled 'General' and contains several sections:

- Statuses:** Property Status: Active; Property Type: Office.
- Building Info:** Name: Realogic Building Two - 6/16/2015; Building ID: ; Default Clause List: ; Building Class: Class A; BLDGID (MRI): RBBTWO; Building ID: ; Default Amount Type: S/Month; Region: North.
- Address Info:** Address 1: 230 W. Monroe; City: Chicago; Postal Code: ; Address 2: ; State: Illinois; Country: .
- Area Measures:** NRA: 170,311.00; Display Usable Area: ; Display Other Area: .

Statuses

1. **Property Status:** Select "Active" or "Inactive" from the drop-down box. When the Project Administrator adds a new Building, the Building Status defaults to "Active." Changing the status from "Active" to "Inactive" makes all Leases in the Building inaccessible.
2. **Property Type:** Select the Property type from the drop-down box that best describes the Building for which Leases will be abstracted/administered within rAbstract. The selections in the drop-down box may be changed by a Client Administrator via LookUps.

Building Info

1. **Name:** Enter the descriptive name for the Building (sometimes the most appropriate Building name is the Property Address).
2. **Building ID:** Enter an identifier for the Building, if applicable.
3. **Default Clause List:** From the drop-down box, select an alternate Clause List if the Building Default Clause List is not the most appropriate.
4. **Default Amount Type:** From the drop-down box, select an alternate Default Amount Type if the Default selected at the Project level is not the most appropriate.
5. **Building Class:** Enter the class of the Building, if desired.
6. **Region:** From the drop-down box, select North, South, East, or West to indicate the regional location of the Property.

7. **BLDGID (MRI):** Enter the MRI code for the Building, if applicable

Address Info

Enter the following Address Information, as desired:

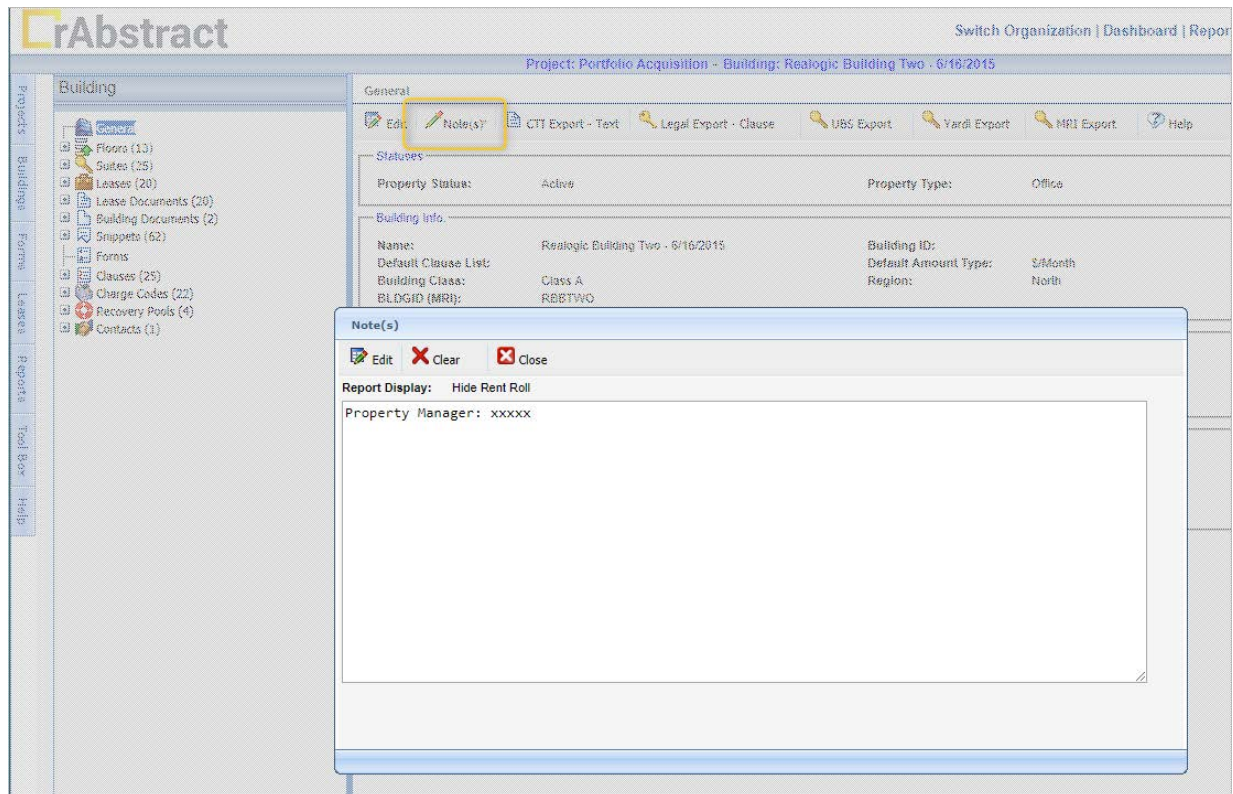
1. Address 1 & 2
2. City
3. State
4. Postal Code
5. Country

Area Measures

1. **NRA (Net Rentable Area):** Enter the NRA of the Property.
2. **Display Usable Area:** By checking this box, the Usable Area field becomes available for editing.
3. **Display Other Area:** By checking this box, the Other Area field becomes available for editing.

Adding Notes

1. Click "Note(s)" in the Pane 1 Toolbar.
2. In the "Note(s)" popup window, click "Edit."
3. Enter the text of the Note.
4. Click "Save."
5. Click "Close" to return to the Building General Page.



Floors

Floors contain all of the Suites that exist within a Building. Setting up Floors within the Building simplifies reconciliation between information contained in rAbstract with information contained in an Organization's accounting system. Floors also permit the logical presentation of information in rAbstract's various Reports.

Project: Portfolio Acquisition - Building: Realogic Building Two - 6/16/2015

Floor Name	Description	Floor Type	Net Rentable Area
LL	Lower Level - Retail	Retail	13,500.00
1	First Floor	Office	5,906.00
2	Second Floor	Office	14,610.00
3	Third Floor	Office	15,294.00
4	Fourth Floor	Office	15,294.00
5	Fifth Floor	Office	15,294.00
6	Sixth Floor	Office	15,294.00
7	Seventh Floor	Office	15,294.00
8	Eighth Floor	Office	15,294.00
9	Ninth Floor	Office	15,194.00
10	Tenth Floor	Office	15,194.00
11	Eleventh Floor	Office	14,143.00
Building Total/Variance			Static NRA: 170,311.00 Calc NRA: 170,311.00 Variance: 0.00

Suite	Suite Type	Start	End	Rentable Area	SUITID (MRI)
100	Retail	3/1/2006		3,743.00	
120	Non-Revenue	1/21/2009		650.00	
150	Office	5/15/2003		1,513.00	
Floor Total/Variance					Static NRA: 5,906.00 Active NRA: 5,906.00 Variance: 0.00

Adding a New Floor

1. Select "Floors" from the Navigation Tree and click "Add" in the Pane 1 Toolbar.
2. Enter data into the following fields:
 - a. Floor Name (text field to be typed)
 - b. Description (text field to be typed)
 - c. Floor Type (click from drop down)
 - d. Net Rentable Area (numeric field to be typed)
3. Select "Save."

Deleting an Existing Floor

Alert: Floors cannot be deleted if Suites exist on that Floor. If "Delete" is clicked and Suites exist, an alert prompt appears to notify the user that the Floor is in use.

1. Select "Floor" from the Navigation Tree.
2. Highlight the Floor to be deleted and click "Delete."

Using the Floor Wizard

1. Select "Floors" from the Navigation Tree.

2. Click "Run Wizard" in the Pane 1 Toolbar.
3. In the 'Floor Wizard' pop-up window, enter the Number of Floors, Floor Prefix, Floor Area and Floor Type. To preview for clarification, click "Preview." If the Preview is correct, insert the Floors by clicking "Insert."
 - **Note:** Floor Prefix is not a required field. Use the Floor Prefix, for example, to differentiate between multiple Buildings in a Building complex that is abstracted as a single Building in rAbstract.
4. Click "Save."

Suites

Suites are the spaces that tenants occupy within the Building. Suites are set up on the applicable Floor and reflect the Tenant's use type (e.g. Office, Retail, Storage, etc.).

Pane 1 lists every Suite that was created within a Building. When a Suite is selected in Pane 1, Pane 2 shows whether that Suite is affiliated with a tenant.

The screenshot displays the rAbstract software interface for managing suites within a building. The left-hand navigation pane shows a tree structure with categories like 'General', 'Floors (13)', 'Suites (26)', 'Leases (20)', and 'Lease Documents (20)'. The main window is titled 'Project: Portfolio Acquisition - Building: Realogic Building Two - 6/16/2015'. It features a toolbar with icons for 'Add', 'Edit', 'Delete', 'Combine Suites', 'Refresh', and 'Help'. The central table lists the following data:

Suite	Floor	Suite Type	Begin Date	End Date	Rentable Area	SUIIID (MRI)
100	1	Retail	03/01/2006		3,743.00	
120	1	Non-Revenue	01/21/2009		650.00	
150	1	Office	05/15/2003		1,513.00	
1000	10	Office	09/01/2008		15,194.00	
1100	11	Office	09/17/1993		5,323.00	
1100A	11	Office	10/01/2008		390.00	
1150	11	Office	09/01/2008		8,430.00	
200	2	Office	09/15/2008		5,590.00	
250	2	Office	01/21/2009		9,020.00	
Building Total/Variance			Static NRA: 170,311.00	Active NRA: 170,528.00	Variance: -217.00	

Below the table, a 'Lessee' section provides details for 'Cafe Latte':

Lessee	Space Status	Begin Date	End Date	Suite Area	Leased Area	Variance
Cafe Latte	Leased:Occupied	03/01/2006	08/31/2015	3,743.00	3,743.00	0.00

Adding a Suite

1. Select "Suites" from the Navigation Tree and click "Add" in the Pane 1 Toolbar.
2. Complete:
 - a. Suite: (text field to be typed in – Suite Number)
 - b. Floor: (select from drop down)
 - c. Suite Status: (select from drop down)
 - d. Suite Type: (select from drop down)
 - e. Start/End Date: (enter text or use the calendar tool)

- f. Rentable Area: (numeric field to be typed in)

Note: Suites with the same name on the same Floor cannot exist during the same time period. If a Suite is added to a Floor which has the same name as an existing Suite on that Floor, one of the Suites must expire prior to the other Suite commencing (i.e. the End Date of one must be before the Start Date of the other).

3. Select "Save."

Deleting a Suite

1. Select "Suites" from the Navigation Tree. and highlight the Suite to be deleted in Pane 1.
2. Select "Delete" from the Pane 1 Toolbar.

Note: If a Suite is affiliated with an underlying lease, it cannot be deleted at the Building level.

Editing a Suite

1. Select "Suites" from the Navigation Tree and highlight the Suite to be edited in Pane 1.
2. Select "Edit" from the Pane 1 Toolbar.
3. Make the appropriate changes and select "Save."

Note: If a Suite is already assigned to a Lease Space, the Suite's start and end dates cannot be changed such that the Suite begins after the Lease Space begins or the Suite ends prior to when the Lease Space ends. The Suite must be in existence for the entire duration of the Lease Space.

Note: If a Suite is created with an incorrect Start Date in the New Suite Wizard, delete the Suite in Pane 2 of the Spaces screen, edit the Suite at the Building Administration Level, and add the Suite at the Spaces screen at the Lease level.

Leases

The Leases page within the Building Administration section of rAbstract serves a dual purpose. First, it is the place to add/delete and find Leases within the Project. Second, the unique 3-pane system allows the user to perform quick drill downs within each Lease's clauses and provisions, rapidly comparing situations within abstracted Leases.

Below are the steps necessary to complete actions launched from the Pane 1 toolbar.

The screenshot shows the rAbstract interface for the 'Leases' page. The top navigation bar includes 'Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logout'. The main header indicates the current project: 'Project: Portfolio Acquisition - Building: Realogic Building Two - 6/16/2015'. The left sidebar shows a tree view of the system's structure, including 'Building', 'Forms', 'Leases', 'Reports', 'Tool Box', and 'Help'. The main content area is divided into two tables. The top table lists leases with columns: Lessee Name, DBA Name, Commence, Lease Stat, Lease Type, Abstract SI, Active Suites, and Active Area. The bottom table lists clause options with columns: Clause/Option Type, Clause ID, Applicability, Category, Document, and Section.

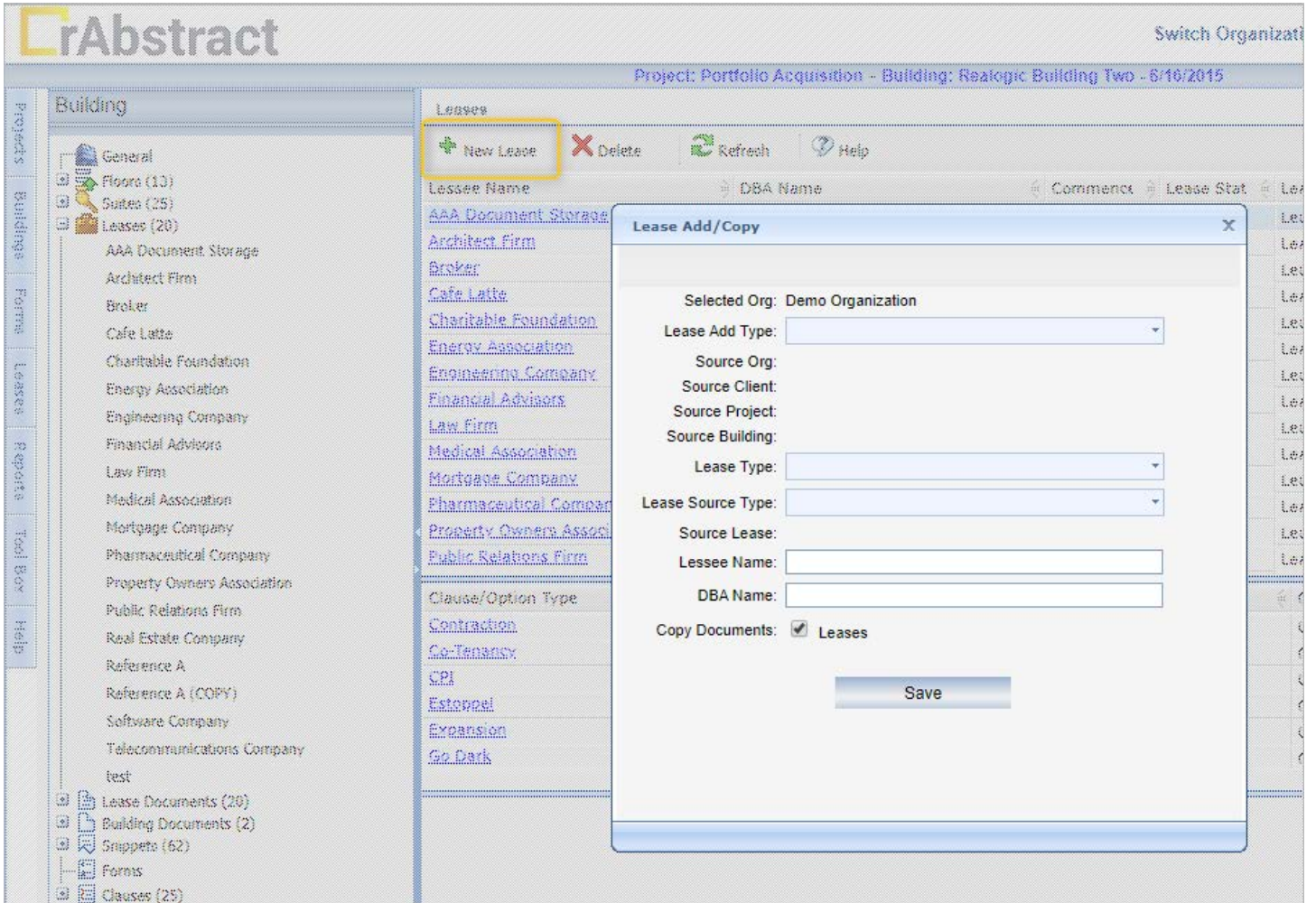
Lessee Name	DBA Name	Commence	Lease Stat	Lease Type	Abstract SI	Active Suites	Active Area
AAA Document Storage		08/22/2008	Active	Lease	Completed	600	5,667.00
Architect Firm		09/01/2015	Active	Lease	Completed	340, 700, 800, P-3	34,801.00
Broker		09/15/2008	Active	Lease	Completed	200	5,590.00
Cafe Latte		03/01/2006	Active	Lease	Completed	100	3,743.00
Charitable Foundation		07/21/1992	Active	Lease	Completed	LL	13,500.00
Energy Association		09/01/2008	Active	Lease	Completed	1000, 900	30,388.00
Engineering Company		02/27/2008	Active	Lease	Completed	500	15,294.00
Financial Advisors		11/01/2007	Active	Lease	Completed	400	10,906.00
Law Firm		02/01/2009	Active	Lease	Completed	640	2,162.00
Medical Association		12/17/2007	Active	Lease	Completed	300	6,226.00
Mortgage Company		05/01/2008	Active	Lease	Completed	610	4,555.00
Pharmaceutical Company		12/01/2008	Active	Lease	Completed	650	2,910.00
Property Owners Association		09/01/2008	Active	Lease	Completed	1150	8,430.00
Public Relations Firm		10/16/2007	Active	Lease	Completed	450	4,388.00

Clause/Option Type	Clause ID	Applicability	Category	Document	Section
Contraction	Contraction	Silent	Option		
Co-Tenancy	Co-Tenancy	Silent	Clause		
CPI	CPI	Applicable	Clause		
Estoppel	Estoppel	Applicable	Clause	Office Lease	19
Expansion	Expansion	Silent	Option		
Go Dark	Go Dark	Silent	Clause		

Adding a New Lease

1. Click "New Lease."
2. If copying an existing Lease or a template Lease, select "Copy." If adding a new Lease from scratch, select "New."
3. If "Copy" was selected in field 2, select the Source Org, Source Client, Source Project, and Source Building from the drop-down boxes (these fields default to the Org, Client, Project, and Building from which "New Lease" was selected).
4. For Lease Type, select either:
 - a. Lease: Actual Lease between Landlord & Tenant.
 - b. Sublease: Sublease between Tenant and Subtenant.
 - c. Template: used to abstract standard Lease forms. This Lease Type does not appear on reports, but instead is copied to create new Lease records.
5. If "Copy" was selected in field 3, enter the type of Lease that will be copied (either Template or Existing).

6. If "Template" was selected in field 5, select the pre-existing Template Lease to be copied. If "Existing" was selected, select the pre-existing Lease to be copied.
7. Enter the Tenant's legal name and DBA Name.
8. Click "Save." The new Lease record will be created and the interface will default to the General screen for such new Lease.



Lease Documents

Select Lease Documents from the Navigation Tree to view what documents have been abstracted in rAbstract at a glance. Selecting Lease Documents from the Navigation Tree will generate a list of all Leases abstracted in a Building within Pane 1. Click anywhere on a particular Lessee (except on the Lessee Name hyperlink) to reveal a list of abstracted documents in Pane 2.

Pane 1 also summarizes the following information:

- **DBA Name**
- **Commencement Date**
- **Lease Status**
- **Lease Type**
- **Abstract Status**
- **Number of Documents Abstracted**

rAbstract Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff

Project: Portfolio Acquisition - Building: Realogic Building Two - 6/16/2015

Building

Lease Documents

Lessee Name	DBA Name	Commence	Lease Status	Lease Type	Abstract	Documents
Architect Firm		9/1/2015	Active	Lease	Completed	2
Broker		9/15/2008	Active	Lease	Completed	1
Cafe Latte		3/1/2006	Active	Lease	Completed	2
Charitable Foundation		7/21/1992	Active	Lease	Completed	3
Energy Association		9/1/2008	Active	Lease	Completed	1
Engineering Company		2/27/2008	Active	Lease	Completed	2
Financial Advisors		11/1/2007	Active	Lease	Completed	3
Law Firm		2/1/2009	Active	Lease	Completed	4
Medical Association		12/17/2007	Active	Lease	Completed	3
Mortgage Company		5/1/2008	Active	Lease	Completed	1
Pharmaceutical Company		12/1/2008	Active	Lease	Completed	3
Property Owners Association		9/1/2008	Active	Lease	Completed	2
Public Relations Firm		10/16/2007	Active	Lease	Completed	2
Real Estate Company		5/15/2002	Active	Lease	Completed	4

Document Name	Document Type	Execution Date	Inventory Status	Document Link
Office Lease	Lease	03/02/2015	Missing Pages	-
Storage License Agreement	Storage Agmt	02/25/2015	Complete	SFcom Survey.docx

Building Documents

Note: Common Building Documents are service agreements, financial agreements and management agreements. Tenant Leases are not usually considered Building Documents.

The screenshot shows the 'Building Documents' section of the rAbstract software. The interface includes a navigation tree on the left, a toolbar with 'Add', 'Edit', 'Delete', 'Refresh', 'Dates(0)', 'Reorder', and 'Help' buttons, and a table of documents. The table has columns for Document Name, Document Type, Execution Date Type, Execution Date, and Inventory Status. Below the table is a 'Document Detail' form with fields for Receipt Date, Medium Type, Physical Location, URL, User Doc Name, and Document Description.

Document Name	Document Type	Execution Date Type	Execution Date	Inventory Status	Note(s)*
June 2010 Report	Envir/Engr	On	1/15/2008	Complete	Note(s)*
July	Limited Partnership Agmt	On	1/15/2008	Complete	Note(s)

Document Detail

Receipt Date: 01/10/2011 Medium Type: Electronic

Physical Location:

URL:

User Doc Name:

Upload New File and Replace: [Realogic Abstract - Sample Reports - Office Building.pdf](#)

Document Description: Check

Last environment done during Due Diligence.

Adding Building Documents

1. Select "Building Documents" from the Navigation Tree. and click "Add" from the Pane 1 Toolbar.
2. Complete:
 - a. **Document Name:** (text field to be typed)
 - b. **Document Type:** (select from drop down)
 - c. **Execution Date Type:** (select from drop down)
 - d. **Execution Date:** (date field to be typed)
 - e. **Inventory Status:** (select from drop down)
3. Select "Save."
4. After selecting "Save," Pane 2 becomes available for editing. Highlight the document to be edited in Pane 1.
5. Select "Edit" and specify Document Details, including:
 - a. **Receipt Date:** (text field to be typed)
 - b. **Medium Type:** (select from drop down)
 - c. **Physical Location:** (text field to be typed)
 - d. **URL:** (text field to be typed)
 - e. **User Doc Name:** (text field to be typed)
 - f. **Document Description:** (text field to be typed)
6. Select "Save."

Uploading Building Documents

Note: A document can also be uploaded by selecting 'Upload File' and navigating through the "Upload Document" pop-up window.

1. Select "Building Documents" from the Navigation Tree and highlight the document to be edited in Pane 1.
2. In Pane 2, select "Upload Document," to open the pop-up box.
3. Select "Browse" and locate the document to be uploaded from available files.
4. Highlight the document to be added.
5. Select "Upload Selected File."
6. Select "Save."

Snippets

When there is a Building standard Lease, Snippets permit the Abstractor to insert standard language into an abstract with a few clicks of the mouse.

The screenshot shows the rAbstract interface for managing snippets. The top navigation bar includes 'Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff'. The main header indicates the current project: 'Project: Portfolio Acquisition - Building: Realogic Building Two - 6/16/2015'. On the left, a navigation tree shows the hierarchy: Projects > Buildings > Forms > Leases > Reports > Tool Box > Help. The 'Snippets (62)' folder is selected. The main area displays a table of snippets with columns for Clause Type, Abbreviation, and Category. The 'Business Hours' snippet is highlighted. Below the table is a toolbar with icons for Add, Edit/View, Delete, Refresh, and Help. A table below the toolbar shows a snippet named 'Retail - Standard' with an Active status, General type, and a detail description: 'Tenant must be open for business 7 days per week from no later th...'. The Project and Building fields are set to 'All'.

Clause Type	Abbreviation	Category
Abatements	ABATE	Clause
Allowances	ALLOW	Clause
Alterations	ALTER	Clause
Base Rent	BASERENT	Clause
Brokerage	BROKER	Clause
Business Hours	BHOURS	Clause
Casualty	CASUALTY	Clause
Condemnation	CONDEMN	Clause
Consumer Price Index	CPI	Clause

Snippet Name	Status	Type	Detail	Project	Building
Retail - Standard	Active	General	Tenant must be open for business 7 days per week from no later th...	All	All

Adding a Snippet

1. Select Snippets from Navigation Tree and select the Clause Type to which the Snippet will be added In Pane 1.
2. Click "Add" in the Pane 2 Toolbar.
3. In the Snippet Admin pop up, complete the necessary fields*. See example.
 - a. **Snippets Name:** Enter the name of the Snippet you are adding.
 - b. **Status:** Select Active or Inactive.
 - c. **Type:** The default selection is General.
4. In the text-editable field, enter the Snippet language.
5. Click "Save." The Project and Building fields are automatically set.

Building Forms

Forms are used to abstract non-lease documents. A Form Template containing Attributes and Provisions of the non-lease documents is created, and then non-lease document are abstracted using the Form Template.

The screenshot shows the rAbstract application interface. At the top, there is a navigation bar with 'Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff'. Below this, a breadcrumb trail reads 'Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015'. The main area is divided into a left-hand navigation tree and a right-hand content area. The navigation tree includes categories like 'Projects', 'Buildings', 'Forms', 'Leases', 'Reports', 'Tool Box', and 'Help'. Under 'Forms', there are sub-items: 'Phase I & II', 'Sample Appraisal', 'Sample Operation and Easement Agreement', 'Sample Property Condition Assessment', and 'Sample Service Contract (Chilled Water Service Contract: Building)'. The right-hand content area displays a table of forms with columns for Name, Description, Execution Date, End Date, Type, Status, and Abstract Status. Below the table, there are sections for 'Attribute' (with links for Report Details, Report Recommendations & Opinions, and Property Details) and 'Provision' (with a table listing various provisions like EMG, contact information, and dates).

Name	Description	Execution Date	End Date	Type	Status	Abstract Status
Phase I & II	Environmental Assessment	04/26/2007	04/26/2007	Environmental Asses	Active	
Sample Appraisal	Appraisal	07/16/2007	07/16/2007	Appraisal	Active	
Sample Operation and Easement Agree	Operation and Reciprocal Easement Agr	09/05/2006	09/04/2071	OEA/REA	Active	
Sample Property Condition Assessment	Property Condition Assessment	04/27/2007	04/27/2007	Engineering Report	Active	
Sample Service Contract (Chilled Water	Sample Abstract for a Chilled Water Ser	04/01/2009	03/31/2029	Service Contract	Active	
Service Contract: Building	Service Contract			Service Contract	Active	

Provision	Description	Document	Section
Phase I Firm	EMG		
Phase I Contact Name	Christopher J. Bablin		
Phase I Contact Phone #	(800) 733-0660, Ext. 6542		
Phase I Contact E-Mail	cjbablin@emgcorp.com		
Phase I Date	April 26, 2007		
Phase II Required?	No		
Phase II Date	None		

Abstracting Non-Lease Documents Using Forms

1. Select Forms from the Navigation Tree and click “New Form” in the Pane 1 Toolbar. The “Add Form” window appears.

The 'Add Form' dialog box contains the following fields:

- Add Type: [Dropdown menu]
- Source: [Dropdown menu]
- Source Client: [Dropdown menu]
- Source Project: [Dropdown menu]
- Source Building: [Dropdown menu]
- Source Template: [Dropdown menu]
- Source Form: [Dropdown menu]
- Form Name: [Text input field]

At the bottom of the dialog is a 'Save' button.

2. Enter data into the following fields:
 - a. **Add Type:** Select “New” if the Form will be created from scratch. Select “Copy” if any existing Form will be used as the starting point to abstract the non-lease document.
 - b. **Source:** If the “Add Type” per step 2(A) is (i) “New,” select whether the Form Template to be used is located at the “Client” or “Project” administration level; (ii) “Copy,” select whether the existing Form to be copied is located at the “Client,” Project,” or “Building” administration level.
 - c. **Source Client:** If the “Source” per step 2(B) is “Client,” “Project,” or “Building,” select the Client where the Form Template or existing Form is located.
 - d. **Source Project:** If the “Source” per step 2(B) is “Project” or “Building,” select the Project where the Form Template or existing Form is located (this drop-down box is populated with the names of Projects for which the user has access rights belonging to the “Client” selected in step 2(C)).
 - e. **Source Building:** If the “Source” per step 2(B) is “Building,” select the Building where the existing Form is located (this drop-down box is populated with Building names to which the user has access rights within the “Project” selected in step 2(D)).
 - **Note:** Form Templates do not exist at the Building level; therefore, if the “Add Type” is “New” (i.e., a Form Template is being used), the Source Building field is unavailable for data entry.
 - f. **Source Template:** If the “Add Type” is “New,” select the Form Template located at either the Source Client or Source Project (based upon the selections made in steps 2(B), 2(C) and/or 2(D) above) that reflects the document to be abstracted.
 - g. **Source Form:** If the “Add Type” is “Copy,” select the existing Form to be copied.
 - h. **Form Name:** Type in a descriptive name for the Form.
3. Click “Save.” The Form tree appears and the Form General screen will be active.
4. Click “Edit” and add/edit information related to the Forms Status, Name/Description, and Dates (the effective and end dates reflect the commencement and expiration dates of the term for the document being abstracted).
5. Select “Documents” from the Form Navigation Tree.
6. Click “Add” in the Pane 1 Toolbar and enter data in the following fields:
 - a. **Document Name:** Enter the document name.
 - b. **Execution Date Type:** Select one of the following:
 - i. Illegible: The date exists but is not readable.
 - ii. Invalid: The date exists but is not a valid date (i.e., 02/30/2010).
 - iii. Missing: The document has no date.
 - iv. On: The date exists and is a valid date.
 - v. Partial: The date exists but is missing either the month, day and/or year (i.e., June 2010; March 22nd, etc.).
 - c. **Execution Date:** Enter the document date.
 - **Note:** This is not a date field. The user can enter the date exactly the way it is to appear on the Form abstract (i.e., the user can type in “missing,” “June __ 2010, etc.)
 - d. **Inventory Status:** Select one of the following:
 - i. Complete: The full document with all pages has been provided.
 - ii. Illegible: All or part of the document cannot be read.

- iii. Missing Document: The document was not provided for abstracting, even though the user is aware of its existence.
 - iv. Missing Exhibits: Some or all of the exhibits have not been provided.
 - v. Missing Pages: The document is missing pages.
 - vi. Unexecuted: The document is not executed by any or all of the signatories.
 - **Note:** If any selection other than “Complete” is made, a Note should be added to the document record explaining the issue (enter the Note after the record has been saved).
7. Click “Save” in the Pane 1 Toolbar.
 8. Highlight the row in Pane 1 containing the new document record. Pane 2 appears with additional informational fields related to the highlighted document. Click “Edit” in the Pane 2 Toolbar and enter the following information (none of the fields in Pane 2 are required):
 - a. **Receipt Date:** Enter the date the document was received for abstracting.
 - b. **Medium Type:** From the drop-down box, enter the medium type that best describes the version of the document provided for abstracting.
 - c. **Physical Location:** Enter a description of the physical location of where a copy of the document may be found.
 - d. **URL:** If the document medium type is “Electronic,” enter the URL where the document may be found.
 - e. **User Doc Name:** Enter a secondary name that may be used to identify the document.
 - f. **Upload File:** Browse to the location where the document is located (may be in the Form of a .pdf file, Word file, etc.) and upload the file into the rAbstract database. Once uploaded, the document may be viewed directly from within rAbstract.
 - g. **Document Description:** Type in a brief description of the document contents.
 9. Click “Save” in the Pane 2 Toolbar.
 10. Select “Contacts” from the Form Navigation Tree on the left.
 11. Click “Add” in the Pane 1 Toolbar and enter data in the following fields:
 - a. **Organization Name** (Required Field)
 - b. **Contact Name**
 - c. **Contact Type** (drop down box is populated with selections as the Contact Type LookUp. If an additional Contact Type is needed, one may be added by a Client administrator).
 - d. **Primary Phone**
 - e. **E-mail Address**
 12. Click “Save” in the Pane 1 Toolbar.
 13. Highlight the row in Pane 1 containing the new contact record. Pane 2 appears with additional informational fields related to the highlighted contact. Click “Edit” in the Pane 2 Toolbar and enter data in any of the available fields (none of the fields in Pane 2 are required).
 14. Click “Save” in the Pane 2 Toolbar.
 15. Select “Attributes” from the Form Navigation Tree. Pane 1 will populate with the Attributes per the Form Template that was selected when the Form was added (if the Add Type was “New”) or with the Attributes per the copied Form (if the Add Type was “Copy”).
 - a. In Pane 1, highlight the Attribute for which data is to be added/edited.

- b. In Pane 2, highlight a Provision associated with the Attribute selected in Pane 1 and click “Edit.” Enter the Document and Section references from the applicable document where the data to be abstracted is located.
- c. Click the “Save” button at the top of Pane 2.
- d. Highlight the Provision in Pane 2 for which the Document and Section references were just added per step 7(B). Click “Edit” in the Pane 3 Toolbar and abstract the applicable data for the selected Provision. After the data has been entered, spell check as necessary.
- e. Click “Save” in the Pane 3 Toolbar.
- f. Repeat steps 15(D)–(E) for each of the remaining Provisions for the highlighted Attribute.
- g. Highlight the next Attribute, per step 15(A) and abstract each Provision, per steps 15(D)-(E). Repeat for each Attribute until all Attributes and associated Provisions are abstracted.

Clauses

Clause Lists are administered at the Building level. Clauses are used to enter Lease information, including options, party rights and responsibilities as well as non-rental monetary obligations. At the Building level, any one of the standard Clauses can be deleted. A Project Administrator or Abstractor can add any desired custom Clauses. Any changes made at the Building level cascade down to every Lease subsequently created within the Building.

The screenshot displays the rAbstract software interface for managing Clauses at the Building level. The top navigation bar includes the rAbstract logo and links for Switch Organization, Dashboard, Reports, Admin, Preferences, Help, and Logoff. The main header shows the current project: "Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015".

The interface is divided into two main panes. The left pane shows a tree view of the building structure, with "Clauses (35)" selected. The right pane displays a table of Clauses with the following columns: Type, Name, and Category. The table lists various clause types such as Abatements, Allowances, Contraction, Co-Tenancy, Consumer Price Index, Security Deposit, Estoppel, Expansion, Go Dark, Guaranty, Holdover, Utilities, and Insurance - Landlord. Each clause is categorized as either a "Clause" or an "Option".

Below the Clauses table, there is a section for "Provision" with a "Report Tag" column. The first row shows "Abatement Timing & Terms" with a "None" report tag.

Type	Name	Category
Abatements	Abatements	Clause
Allowances	Allowances	Clause
Contraction	Contraction	Option
Co-Tenancy	Co-Tenancy	Clause
Consumer Price Index	CPI	Clause
Security Deposit	Deposits	Clause
Estoppel	Estoppel	Clause
Expansion	Expansion	Option
Go Dark	Go Dark	Clause
Guaranty	Guarantor	Clause
Holdover	Holdover	Clause
Utilities	HVAC	Clause
Insurance	Insurance - Landlord	Clause

Provision	Report Tag
Abatement Timing & Terms	None

Adding Building Clauses

1. Select "Clauses" from the Navigation Tree and click "Add" in the Pane 1 Toolbar.
2. Specify:
 - a. Type: (select from the drop-down box)
 - b. Name: (text field to be typed in)
 - c. Select "Save."
 - d. Both the Clause list under the Navigation Tree and the Clause list in Pane 1 update to include the new Clause.

Editing Building Clauses

1. Select "Clauses" from the Navigation Tree and highlight the applicable Clause in Pane 1.
2. Select "Edit" in the Pane 1 Toolbar.
3. Edit the Building Clause.
4. Select "Save."

Adding Clause Provisions

1. Select "Clauses" from the Navigation Tree and highlight the applicable Clause in Pane 1.
2. Select "Add" in the Pane 2 Toolbar.
3. Enter the Provision description, and Report Tag (if applicable).
4. Select "Save."

Editing Clause Provisions

1. Select "Clauses" from the Navigation Tree and highlight the applicable Clause in Pane 1.
2. Highlight the applicable Provision in Pane 2 and select "Edit."
3. Edit the Provision.
4. Select "Save."

Charge Codes

Charge Codes are assigned to Recurring Charges, Recoveries and Tenant Capital to identify the specific charge being entered. In many instances, an Organization will utilize the same Charge Codes in rAbstract that are used in an Organization's accounting system.

Charge Codes may be set up at the Building Level (as well as Client level) to reflect the default Charge Codes. A Project Administrator or Abstractor may add, edit, or delete the Charge Codes for specific Buildings and Leases without affecting the Charge Codes at the Client administration level.

The screenshot shows the 'Charge Codes' management interface in rAbstract. The left navigation pane is expanded to 'Charge Codes (17)'. The main area displays a table of existing charge codes.

Charge Code	Description	Type
ABATE	Rent Abatement	Abatement
BLCAP	Building Capital	Capital - Building
CPI	CPI Index	CPI - Porter's Wage
KIOSK	Kiosk Rent	Other
LC	Tenant Commission	Capital - Tenant
MSG	Messaging Costs	Other
OE	OE Recovery Installment	Recovery
OEINSTALL	OE Installment	Recovery
OTHER	Other Miscellaneous	Other
PCTRENT	Percentage Rent	Other
PRK	Parking	Other
RENT	Base Rent	Rent
SIGN	Pylon Sign Charge	Other
STGRENT	Storage Rent	Rent
TAX	Tax Recovery Installment	Recovery
TELERENT	Telecom Rent	Rent
TI	Tenant Capital	Capital - Tenant

Adding a Charge Code

1. Select Charge Codes from the Navigation Tree and click “Add” in the Pane 1 Toolbar. A new row will appear in Pane 1.
2. Enter data in the following fields, and then click “Save” in the Pane 1 Toolbar.
 - a. **Charge Code:** Enter a code for the charge being added (i.e., “ORNT” for Office Rent, “SRNT” for Storage Rent, “TAXR” for Tax Recovery, etc.).
 - b. **Description:** Enter a description of the Charge Code to assist the user in Charge Code selection.
 - c. **Type:** From the drop-down box, select the appropriate Charge Code type. The type selected here is used to determine where the Recurring Charge, Recovery or Tenant Capital item will appear on the abstract.

Recovery Pools

Recovery Pools are assigned on the Lease administration screen to identify the specific expense recovery being entered.

Recovery Pools may be set up at the Building Level (as well as the Client level) to reflect default Recovery Pools. A Project Administrator or Abstractor may add, edit, or delete the Recovery Pools for specific Building without affecting the Recovery Pools at the Client level.

Note: In rAbstract, Recovery Pools are only a general description of the pool (i.e., Tax Only, Tax and Operating, Insurance, Utilities, etc.). rAbstract does not hold charts of account, therefore, the details of accounts from the chart that comprise a specific pool are not tracked.

The screenshot shows the rAbstract interface for managing Recovery Pools. The navigation tree on the left includes categories like Projects, Buildings, Forms, Leases, Reports, and Tool Box. The main area displays a table of Recovery Pools with columns for Recovery Pool, Description, and User Pool ID. The table contains the following data:

Recovery Pool	Description	User Pool ID
CAM	Common Area Maintenance Costs	CAM
Detention Pond	Detention Pond Maintenance	DPM
Insurance	Insurance	INS
Pool A	Operating and Tax	POOLA
Pool B	Operating Only	POOLB
TAX	Tax Only	TAX

Adding a Recovery Pool

1. Select Recovery Pools from the Navigation Tree and click “Add” in the Pane 1 Toolbar. A new row will appear in Pane 1.
2. Enter data in the following fields, and then click “Save” in the Pane 1 Toolbar.
 - a. **Recovery Pool:** Enter a code for the Recovery Pool being entered (i.e., “OPEXOnly,” “OPTAX,” etc.)
 - b. **Description:** Enter a description of the Recovery Pool to assist the user in the selection of a Recovery Pool when abstracting expense recoveries.
 - c. **User Pool ID:** Enter an ID for the Recovery Pool.

Contacts

CrAbstract Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015

Building

Contacts

+ Add Edit Delete Refresh Dates(0) Help

Organization Name	Contact Name	Contact Type	Primary Phone	Email Address	Note(s)
Example Company I	Harold Lauder	Broker	(773) 308-4561	harold@generalbroker.com	Note(s)
Example Company II	Stu Redman	Property Mgmt	(312) 782-7325	stu@northsidenoise.com	Note(s)

Edit Refresh Help

Address

Title/Reference: Leasing Broker
 Department: Brokerage
 Attention:
 Address 1: 230 W Stovington
 Address 3:
 City: Ogunquit
 Postal Code: 04330
 Tax ID Number:
 Address 2:
 State: Maine
 Country: United States

Additional Media

Mobile Phone: (268) 457-6278
 URL:
 Fax:

Adding Building Contacts

1. Select Building Contacts from the Navigation Tree and select "Add" in the Pane 1 Toolbar.
2. Specify:
 - a. **Organization Name** (text field to be typed in)
 - b. **Contact Name** (text field to be typed in)
 - c. **Contact Type** (select from drop down)
 - d. **Primary Phone** (text field to be typed in)
 - e. **Email Address** (text field to be typed in)
3. Select "Save."

Leases

General Page

rAbstract Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage

Lease General

New Lease Edit Refresh Note(s)* Dates(0) MRI Export CTI Export - Text Legal Export - Clause Help

Statuses			
Lease Status:	Active	Abstract Status:	Pending Review
Lease Type:	Lease	Outstanding Issue:	No

Tenant Info			
Lessee Name:	AAA Document Storage	User Lease ID:	LAAADOC01
DBA Name:	AAA Document Storage	Master Company:	TESTMASTER
Abbreviation:		Legal Entity Type:	
NAICS Code:	None	Legal Entity State:	
External Reference:	TAAADOC01		

Dates	
Commencement Date Type:	Estimated
Commencement:	01/05/2009 <input type="text"/>

Statuses

1. **Lease Status:** Choose from Active or Inactive.
2. **Lease Type:** Choose from Lease, Sublease or Template.
3. **Abstract Status:** Choose from drop down menu: Completed, In Process, Not Started, Pending Changes, Pending Review.
4. **Outstanding Issues:** Leave as "No" if there are no issues. Change to "Yes" if there is an outstanding issue.

Tenant Info

1. **Lessee Name:** Enter Tenant's Legal Name.
2. **DBA Name:** Enter DBA Name, if applicable. If not, leave blank.
3. **Additional Fields:** Optional.
4. **NAICS Code:** Optional.

Dates

1. **Commencement Date Type:** Choose from "Contractual" or "Estimated".
2. **Commencement:** Enter the Contractual or Estimated original lease commencement date.
3. Click on "Notes" in the Pane 1 Toolbar if needed.
4. Select "Save" in the Pane 1 Toolbar.

Documents

CrAbstract Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage

Lease Documents

Document Name	Document Type	Execution Date Type	Execution Date	Inventory Status	Note(s)*
Lease	Lease	On	11/06/2008	Complete	Note(s)*
Affidavit	Other	On	10/02/2008	Illegible	Note(s)*
1st Amendment	Amendment	On	07/01/2012	Complete	Note(s)
Execution Date Test	Lease	Partial	05/___/2007		Note(s)

Document Detail

Receipt Date:
 Medium Type:
 Estoppel Inclusion:

Physical Location:

URL:

User Doc Name:

[AAA Document Storage - Realogic Retail Building.pdf](#)

Document Description: Check

Adding Lease Documents

Step 1

Select Document from the Navigation Tree and Click "Add" in the Pane 1 Toolbar.

Step 2

- Document Name:** Type in the Document name.
- Document Type:** From the drop-down box, select the type that best matches the Document being added.
- Execution Date Type:** Select one of the following:
 - Illegible: The date exists but is not readable
 - Invalid: The date exists but is not a valid date (i.e. 02/30/2010)
 - Missing: The Document has no date
 - On: The date exists and is a valid date
 - Partial: The date exists but is missing either the month, day, and/or year (i.e. June 2010; March 22nd, etc.).
- Execution Date:** Enter the Document date.
 - Note:** This is not a date field. Enter the date exactly as it should appear on the abstract (i.e., "Missing," "June __, 2010," or "06/___/2010," etc.).
- Inventory Status:**
 - Complete: All pages of the Document were provided
 - Illegible: All or part of the Document cannot be read

- c. Missing Document: The Document was not provided for abstracting (for instance, a Lease and 2nd Amendment were provided, and the 2nd Amendment refers to a 1st Amendment).
- d. Missing Exhibits: Some or all of the exhibits were not provided.
- e. Missing Pages: The Document is missing pages.
- f. Unexecuted: The Document is not executed by any or some required parties.
 - **Note:** If anything other than "Complete" is selected, a Note can be added for the Document explaining the problem (done after the record has been saved).
- g. Click "Save."

Step 3

1. Highlight the Document record in Pane 1 for which additional information will be added.
2. Click "Edit" in the Pane 2 Toolbar.
3. Type in a brief description of the Document contents.
4. Click "Spell Check" to confirm accuracy.
5. Additional Fields: Optional.
6. Click "Upload Files" to attach the Document in rAbstract.
7. Click "Save."

Contacts

rAbstract Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage

Lease

- General
- Documents (4)
- Contacts (2)**
 - Contact 2
 - The Walkin' Dude, Inc.
- Spaces (1)
- Recurring Charges (2)
- Recoveries (3)
- Percentage Rent (1)
- Tenant Capital
- Clauses (30)
- Options (8)
- Security Deposits (1)

Contacts

+ Add
 ✎ Edit
 ✖ Delete
 ↻ Refresh
 📅 Dates(0)
 ? Help

Organization Name	Contact Name	Contact Type	Primary Phone	Email Address	
Contact 2	Contact 2	Legal			Note(s)
The Walkin' Dude, Inc.	Randall Flagg	Notice	312-566-6310	rflagg@thewalkindude.com	Note(s)

✎ Edit
 ↻ Refresh
 ? Help

Address

Title/Reference:	Vice President		
Department:	Accounting Department		
Attention:			
Address 1:	455 Moon Drive	Address 2:	
Address 3:		State:	Nevada
City:	Las Vegas	Country:	
Postal Code:			

Additional Media

Mobile Phone:	Fax:
URL:	

Adding Lease Contacts

Step 1

Select Contacts from the Navigation Tree and click "Add" in the Pane 1 Toolbar.

Step 2

1. **Organization Name:** Enter the name of the Contact's Organization.
2. **Contact Name:** Enter the name of the Tenant Contact, if available.
3. **Contact Type:** From the drop-down box, select the best choice for the type of Contact.
4. If available, fill in these fields.
5. Use the "Notes" field to provide any additional information regarding the Contact.
6. Click "Save."

Step 3

1. Highlight the Contact in Pane 1 for which additional information will be entered
2. Click "Edit" in the Pane 2 Toolbar.
3. Fill in any fields for which information is available.
4. Click "Save" in the Pane 2 Toolbar.

Spaces

A Space is defined as one or more Suites leased by a Tenant, which have the same characteristics (i.e., same commencement and expiration date, same base rent, same recovery structure).

Examples:

Tenant ABC leases 40,000 rsf in Suites 200, 300, 400 & 500, all of which commence on 6/1/09 and expire on 5/31/19. Base Rent for the entire Premises is \$15.00/rsf, and Tenant pays 15.5% of expenses over a 2009 base year. In this case, one Space record encompassing all 4 Suites would be set up.

Tenant ABC subsequently signs a 1st Amendment adding 5,000 rsf in Suite 610 for a term 1/1/10 through 5/31/19. Base Rent for this additional Space is \$16.50/rsf, the pro-rata share is 1.3% and the base year is 2010. A second Space record would need to be set up to account for this additional Space leased by the 1st Amendment.

Tenant ABC subsequently signs a 2nd Amendment adding an additional 5,000 rsf in Suite 600 for the term 6/1/10 – 5/31/19. Base Rent for the entire premises is changed to \$17.00/rsf, the pro-rata share is restated as 18.5% for the entire Premises, and the Base Year for the entire Premises is 2010. In this case, the initial 2 Space records would be expired effective 5/31/10 and a 3rd Space record would be set up for the entire Premises (Suites 200, 300, 400, 500, 600 & 610) for the period 6/1/10 – 5/31/19 to capture the new rental structure.

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage

Space	Status	Type	Start	Expiry	Move-In	Inactive	Suites	Document	Note(s)
Premises	Leased/Occupied	New Lease	1/5/2009	1/31/2018			16A	Lease	Note(s)

Floor	Suite	Suite Type	Suite Begin	Suite End	As Leased Area	LEASID (MRI)
First Floor	16A	Office	1/5/2009		1,400.00	L003

Adding a New Space

Step 1

1. Select Spaces from the Navigation Tree and click “Add” in the Pane 1 Toolbar.
2. Specify the following information:

- a. **Space:** Enter a name for the Space – (e.g., Initial Premises, Expansion Premises, 2nd Amend Premises, etc.).
 - b. **Status:** Select a status from the drop-down box. Choices are as follows:
 - i. *Expired* - The Space is no longer active. If Expired is chosen, enter the expiration date in the Inactive column.
 - ii. *Future Commence* - The Lease was executed but the commencement date for the Space is a future date.
 - iii. *Holdover* – The Lease expired but Tenant has not yet moved out.
 - iv. *Leased: Occupied* - The Lease commenced and has not yet expired, and Tenant is in occupancy.
 - v. *Leased: Vacant* - The Lease commenced and has not yet expired, but the Tenant moved out (Tenant is still contractually liable for financial obligations on the Space)
 - vi. *Month-to-Month* - The Tenant is occupying Premises on a month-to-month basis.
 - c. **Type:** From the drop-down box, select how the Space was provided to Tenant (i.e., New Lease, Renewal, Expansion, etc.).
 - d. **Start:** Enter the commencement date for the Space.
 - e. **Expiry:** Enter the expiration date for the Space.
 - f. **Move-In:** If known, enter a move-in date. This is not a required field and is often left blank.
 - g. **Inactive:** If the Space has a Status of “Expired,” enter the date that the Space became inactive (it is possible that the expiration date has not yet occurred but the Tenant has terminated early, in which case the inactive date might be earlier than the expiration date).
 - h. **Suites:** This is a read-only field that populates after Suites are selected in Pane 2.
 - i. **Document:** From the drop-down box, select the document that gave the Space to the Tenant.
3. Click “Save.”

Step 2

1. In Pane 1, highlight the Space record for which Suites will be entered.
2. Click “Add” in the Pane 2 Toolbar.
3. Specify the following information:
 - a. **Floor:** From the drop-down box, select the floor on which the Suite is located.
 - b. **Suite:** From the drop-down box, select the Suite leased by the Tenant. Suites available in this drop-down box are populated with information entered at the Building > Suites screen. If the required Suite does not appear in the drop-down, the Suite may be added in each of two following ways:
 - i. Go to the Building/Suites screen and add the necessary Suite record.

From the drop-down box in the Suite field in the lower pane, select “Add New Master Suite” and specify the following information in the New Suite Wizard:

- **Suite Name:** Enter a name for the Suite (i.e., 400, 610, etc.).
- **Floor:** From the drop-down box, select the floor on which the Suite is located.
- **Suite Type:** From the drop-down box, select the type of Suite (i.e., office, storage, retail, etc.).

- **Start Date:** Enter the date the Suite is available for leasing (the default Start Date is the Space commencement date). A Suite start date cannot be after the Space commencement date.
 - **Note:** This feature mirrors how physical Suites are tracked in accounting systems.
 - **Rentable Area:** Enter the rentable area of the Suite.
 - **Usable Area:** This is an optional field that is rarely used but may be enabled by the administrator if usable area will be tracked.
 - **Other Area:** Optional field that is rarely used but may be enabled by the administrator if a third area measure will be tracked (i.e. BOMA remeasured)
 - ii. Click “Insert” to add the Suite to the Building.
 - c. **Suite Type, Suite Begin, Suite End, As Leased Area:** These fields are automatically populated with information from the selected Suite.
 - d. **LEASID (MRI):** Leave blank unless data is uploaded to MRI from rAbstract.
4. Click “Save” in the Pane 2 Toolbar.
 5. Repeat steps 1 – 4 to add additional Suites to the same Space record until all Suites are added.

Recurring Charges

The Recurring Charges section is used to enter any payments from the Tenant to LL that are made on a recurring basis. Abatements of recurring charges are also entered here.

The screenshot shows the rAbstract software interface. The top navigation bar includes 'Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff'. The main header displays 'Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage'. The left navigation tree is expanded to 'Lease' > 'Recurring Charges (2)'. The main pane shows a 'Recurring Charges' section with a toolbar containing '+ Add', 'Edit', 'Delete', 'Refresh', and 'Help'. Below the toolbar is a table with the following data:

Space	Charge Code	Frequency	Begin Month	Space Begin	Space End	Space Area	Note(s)	Dates(1)
Premises	RENT: Base Rent	Monthly	1	1/5/2009	1/31/2018	1,400.00	Note(s)	Dates(1)
Premises	BLDCAP: Building Capital	Monthly		1/5/2009	1/31/2018	1,400.00	Note(s)*	Dates(0)

Below the table is a summary section with a toolbar containing 'Run Wizard', '+ Add Multiple', '+ Add', 'Edit', 'Delete', 'Refresh', and 'Help'. A legend indicates 'Gapped Entries'. The summary table has the following data:

Begin Date	End Date	Amount	Amount Type
01/01/2010	12/31/2010	\$10.00	\$/SF/Year
01/01/2011	12/31/2011	\$10.30	\$/SF/Year
01/01/2012	12/31/2012	\$10.61	\$/SF/Year
01/01/2013	12/31/2013	\$10.93	\$/SF/Year
01/01/2014	12/31/2014	\$11.26	\$/SF/Year
01/01/2015	12/31/2015	\$11.59	\$/SF/Year
01/01/2016	12/31/2016	\$11.94	\$/SF/Year
01/01/2017	12/31/2017	\$12.30	\$/SF/Year
01/01/2018	12/31/2018	\$12.67	\$/SF/Year
01/01/2019	12/31/2019	\$13.05	\$/SF/Year

Adding a Recurring Charge

Step 1

Select Recurring Charges from the Navigation Tree and click “Add” in the Pane 1 Toolbar.

Step 2

Specify the following information:

1. **Space:** From the drop-down list, select the Space record to which the Recurring Charge applies (remember, a Space record is used to aggregate all suites that have the same characteristics).
2. **Charge Code:** From the drop-down list, select the appropriate Charge Code for the recurring charge being entered. These codes are pre-populated and often reflect the charge codes used in your accounting system, which facilitates the export of financial lease data from rAbstract to the accounting system.
3. **Frequency:** From the drop-down list, select the frequency at which the charge gets paid.
4. **Begin Month:** Optional.
5. **Space Begin, Space End, Space Area:** Nothing to be entered here. These are read only fields that will be populated with information about the Space which was selected in the Space field.
6. Click the “Save” button in the upper pane to save the recurring charge record.
7. **Notes:** If notes are needed to add anything about the charge, add a note.

Step 3

Add the dates and charge amounts in Pane 2.

1. In Pane1, highlight the space record for which recurring charge data is to be entered.
2. There are 3 choices for adding charge data:
 - a. *“Run Wizard”* – Used when the initial charge increases by the same \$/sf/yr or %/year for the same periodic intervals (i.e., initial rent of \$22.00/sf increases annually by \$0.50/sf, or initial rent of \$25,000/year increase by 3%/annum. See additional information below on use of the Recurring Charge Wizard).
 - b. *“Add Multiple”* – Used when there is more than one recurring charge amount to be entered. When selected, the user is asked how many rows will be entered. The number of rows should equal the number of recurring charge steps to be entered. Adding multiple will eliminate the need to Add and Save each individual recurring charge step.
 - c. *“Add”* – One row will be added on the recurring charge grid. After the recurring charge amount is input, the record must be saved before each additional row can be added.
3. **Begin Date:** Enter the date that the recurring charge step begins.
4. **End Date:** Enter the date that the recurring charge step ends.
5. **Amount and Amount Type:** Enter the amount of the recurring charge and an amount type from the drop-down list that corresponds to the charge amount entered. The Amount Type selected should always have a time component (i.e., \$/sf/year, \$/month, etc. Do not use an Amount Type such as “\$ Amount”, as this has no time component).
6. Click “Save” in the Pane 2 Toolbar (if “Add Multiple” was selected, only one save is necessary after all recurring charge steps have been added; if “Add” was selected, a save is necessary for each recurring charge step).

Using the Recurring Charges Wizard

When the “Run Wizard” button is clicked, the following pop-up will appear for the Recurring Charge Wizard.

Fields should be filled out as follows:

1. **Charge Begin:** Enter the date that the recurring charge begins. The Wizard defaults to the applicable Space commencement date.
2. **Term (mos):** Enter the number of months for which recurring charges will be entered (typically equals the term of the associated Space record).
3. **Step Offset (mos):** If nothing is entered in this field, all steps will occur annually (every 12 months). If the first step will occur more than 12 months after the Charge Begin date, enter the additional number of months (above 12) until the first step will occur. All subsequent steps will be assumed to occur annually (for example, if the first step occurs 15 months after the Charge Begin date, the user would enter “3” in the Step Offset field).
4. **Charge:** Enter the initial recurring charge amount (either \$/sf/year or \$/year).
5. **Increment:** Enter the %/year or the \$/sf/yr. that the initial charge will be incremented.
6. **Abate (mos):** If there is an initial abatement of the charge, check the box and enter the number of months from the Charge Begin date that the charge will be abated. This is often used in conjunction with the Step

Offset field (for example, many retail leases have a period of time between the commencement date and the rent commencement date during which the Tenant builds-out their space, rent free. A lease may read that the term is 63 months, but the tenant receives an abatement of rent for the initial 3 months to build out their space with rent commencing in month 4 and increasing annually thereafter. In this case, the Term would be entered as 63 months, Step Offset would be 3 months, and the Abate box would be checked and 3 months entered).

7. Click "Preview" to review the recurring charge schedule.
8. If the results are acceptable, click "Insert" to import the preview from the wizard into the Pane 2.

Note: Upon clicking "Insert," any existing charges contained in Pane 2 will be overwritten.

After the dates and amounts are inserted into Pane 2, individual rows may be edited, if necessary.

The screenshot displays the 'Recurring Charge Wizard' dialog box in the rAbstract application. The wizard is configured with the following parameters:

- Charge Begin: 1/5/2009
- Term (mos): 60
- Step Offset (mos): (empty)
- Charge: 21.00 \$/SF/Year
- Increment: 3.00 %/Year
- Abate (mos): (unchecked)

The wizard's preview table shows the following data:

Term	Begin Date	End Date	Amount
1	1/5/2009	1/4/2010	\$21.00
2	1/5/2010	1/4/2011	\$21.63
3	1/5/2011	1/4/2012	\$22.28
4	1/5/2012	1/4/2013	\$22.95
5	1/5/2013	1/4/2014	\$23.64

The background interface shows a sidebar with navigation options: Projects, Buildings, Forms, Leases, Reports, and Tool Box. The main window displays a table of recurring charges with columns for Begin Date, End Date, and Amount. The table contains 19 rows of data, with the first row starting on 01/01/2010 and ending on 12/31/2010.

Recoveries

rAbstract Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage

Lease Recoveries

+ Add E Edit X Delete C Copy R Refresh D Dates(0) H Help

Recovery Name	Recovery Pool	Type	Status	Document	Section	Space	Note(s)*
CAM	CAM	Net	Active	Lease	Art VII(B)	Spaces(1)	Note(s)*
Insurance	Insurance	Gross	Active	Lease	Art XII(F)	Spaces(1)	Note(s)
Taxes	TAX	Net	Active	Lease	Art V(A)	Spaces(1)	Note(s)

E Edit H Help

Recovery Detail

Income Category: None

Base Year:

Stop Amount: \$0.00 Stop Amount Type:

Cap: No

Pro-rata %: 0.00000 %

Gross Up %: 0.00 %

Administrative Surcharge %: 0.00 %

Adding a Recovery

Step 1

Select Recoveries from the Navigation Tree and click "Add" in the Pane 1 Toolbar.

Note: A record should be added for each Recovery that the Tenant is currently obligated to pay (i.e. if taxes and operating expenses are combined, only one record would be set up; if they are recovered separately, two recoveries would be set up).

Step 2

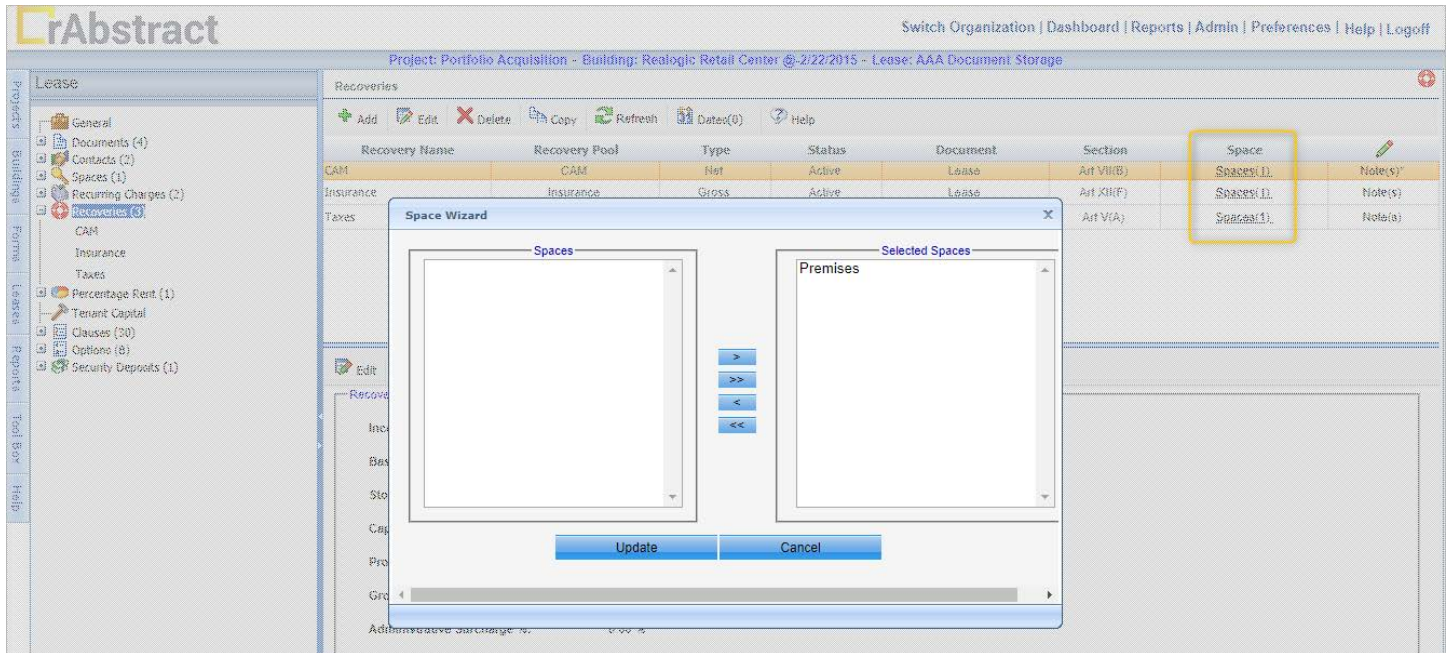
Specify the following information:

1. **Recovery Name:** Enter a name for the Recovery (i.e. Tax + Operating, Taxes, etc.).
2. **Recovery Pool:** From the drop-down list, select the appropriate Recovery pool (if you need a pool that does not exist, it can be added at the Building | Recovery Pools screen).
3. **Type:** Select "Net" or "Gross", as appropriate.
4. **Status:** Select "Active" or "Inactive."
5. **Document/Section:** Add a reference to the document/section.
6. Click "Save."
7. **Space:** Click the hyperlink to "Spaces," and select the applicable Space (see Step 3 below).
8. **Notes:** If Notes are needed to add anything about the charge, add a Note.

9. **Dates:** Add critical dates if the pro-rata share and/or base year, or some other important information related to the Recovery record, changes on a future date.

Step 3

1. Select the Recovery to which Space will be attached and click the Space hyperlink. The Space Wizard pop-up will appear. The left window displays all available Spaces.
2. Select the appropriate Space(s) and use the arrows to move to the Selected Spaces window and click "Update."



Step 4

1. Highlight the Recovery in Pane 1.
2. Click "Edit" in the Page 2 Toolbar.
3. **Income Category:** From the drop-down list, select the applicable income category.
4. **Base Year:** Enter the current base year for the Recovery (i.e., 2008, FY 07/2008-06/2009, etc.). **Note:** This field is disabled for net Recoveries.
5. **Stop Amount and Stop Amount Type:** If the Lease provides a stop amount, enter the amount and type. If not, leave blank.
6. **Cap:** Is there a cap on the Recovery? Select "Yes" or "No."
7. **Pro Rata %:** If provided in the Lease, enter the %. If not provided, leave blank
8. **Gross Up %:** If the Lease allows for a gross-up, enter the %.
9. **Administrative Surcharge %:** If an administrative surcharge can be added (used typically for retail Leases), enter the %.
10. Click "Save."

Note: Descriptive, textual Recovery information is added in the Expense Recovery Clauses (see Clauses).

Percentage Rent

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage

Percentage Rent

+ Add Edit Delete Refresh Dates(0) Help

Sales Category	Break Point	Natural Overage %	Document	Section	Space	Note(s)
Gross Sales	Specified	N/A	Lease	Sch A, Art IV	Spaces(1)	

+ Add Edit Delete Refresh Help

Begin	Overage %	Min Amount	Amount Type
1/5/2009	4.00	\$612,500.00	\$/Year
2/1/2010	4.00	\$631,050.00	\$/Year
2/1/2011	4.00	\$649,950.00	\$/Year
2/1/2012	4.00	\$669,200.00	\$/Year
2/1/2013	4.00	\$689,500.00	\$/Year

Adding Percentage Rent

1. Select Percentage Rent from the Navigation Tree and click "Add."
2. Specify the following information:
 - a. **Sales Category:** Type in the name of the sales category subject to Percentage Rent (i.e., "Gross Sales").
 - b. **Breakpoint:** Choose from 3 options:
 - i. *Natural* - Requires a number (%) for calculation of the overage in the Percentage Rent row.
 - ii. *Specified* - Requires entry of (at least one) Begin date, Overage %, a Min Amount and an Amount Type in Pane 2.
 - iii. *Tiered* - Requires entry of (at least one) Overage %, a Min Amount, a Maximum Amount and Amount Type in Pane 2.
 - c. **Document:** Reference the applicable document.
 - d. **Section:** Provide the section reference from the document identified in the document field.
3. Click "Save" in the Pane 1 Toolbar.

Attaching Space to Percentage Rent

1. Highlight the Percentage Rent to which Space will be attached and click the Spaces hyperlink in Pane 1. The Space Wizard window appears.
2. The left window displays all available Spaces. Move the appropriate Space(s) to the Selected Spaces window, using the arrows and click "Update."

Project: Portfolio Acquisition - Building: Realogic Building Two - Lease: Cafe+

Percentage Rent

+ Add Edit Delete Refresh Dates(0) Help

Sales Category	Break Point	Natural Overage %	Document	Section	Space
Gross Sales	Natural	1.50	Lease	2(b)	Spaces(0)

Adding Notes to Percentage Rent

1. Highlight the Percentage Rent in Pane 1.
2. Click "Notes" in the Pane 1 Toolbar.
3. Click "Edit."
4. Type the Note in the large text box.
5. Click "Save."
6. Click "Close."

Note: Descriptive, textual Percentage Rent information may be added either in the Percentage Rent Notes or in the Percentage Rent Clause (see Clauses).

Adding Critical Dates to Percentage Rent

1. Highlight the Percentage Rent in Pane 1.
2. Click "Dates" in the Pane 1 Toolbar.
3. Specify the following information:
 - a. Critical Date: Type the desired date in the Critical Date field or use the date picker.
 - b. Report Display: Determine whether the Critical Date should print to the Rent Roll Report (this field defaults to "Hide Rent Roll").
 - c. Description of Event: Describe the Critical Date.

Note: Percentage Rent Notes and Critical Dates can be included or hidden from the Rent Roll Report. To include, choose "Standard" and to hide, choose "Hide Rent Roll" in the Report Display drop down box.

Tenant Capital

Note: The Tenant Capital screen is used to track allowances for Tenant Capital that are paid on a specific date. In contrast, Tenant Improvements/allowances are typically entered in the Clauses section under "Tenant Allowances."

Adding Tenant Capital

Step 1

1. Highlight Tenant Capital in the Navigation Tree and click "Add" in the Pane 1 Toolbar.
2. Specify the following information:
 - a. **Capital Name:** Enter a name to describe the capital (i.e., Mid-Term Refurbishment, TI-2nd Amend, Initial Improvements, LC-1st Amend, etc.)
 - b. **Charge Code:** From the drop-down box, select the appropriate code.
 - c. **Document/Section:** Add a reference to the document and section.
 - d. **Space:** If the capital applies to a specific Space record, select the appropriate Space record from the drop-down box.
3. Click "Save."
4. If applicable, add a Note to further describe any additional details requiring the specific Tenant Capital being input.

Step 2

1. Highlight the applicable Tenant Capital record in Pane 1.
2. Click "Add" in the Pane 2 Toolbar.
3. Specify the following information:
 - a. **Charge Date:** Enter the date Landlord is required to make the capital payment.
 - **Note:** Dates entered here automatically appear on the Critical Dates report.
 - b. **Amount/Amount Type:** Enter the amount and an amount type for Landlord's payment.
 - **Note:** The Amount Type should reflect the fact that this is a one-time payment and not a recurring payment (i.e., \$ Amount rather than \$ Amount/Month, \$/sf rather than \$/sf/month, etc.).
 - c. **Applicable Area:** If the capital amount applies to a specific area of the Premises, enter the applicable square footage.
4. Click "Save" in the Pane 2 Toolbar.
5. Repeat steps 2 – 4 if there is more than one payment related to the same Tenant Capital record (for instance, a leasing commission that is paid 50% upon lease execution and 50% on the commencement date).

Clauses

When Clauses is selected from the Navigation Tree for the first time, Pane 1 contains a grid with one record for each Clause that appears in the Building Clause List (the Clause List may be viewed in the Building section). The Applicability status for each Clause (see the column labeled “Applicability”) is set to a default status of “Pending.” This means that the Clause has not yet been addressed by the Abstractor.

The screenshot shows the rAbstract software interface. The top navigation bar includes "Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logout". The main window title is "Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage".

The interface is divided into three main panes:

- Navigation Tree (Left):** Shows a hierarchy of items including Projects, Buildings, Forms, Leases, Reports, and Tool Box. Under "Leases", there is a sub-section for "Clauses (30)" with a list of clause types such as Abatements (ABATE - 1), Allowances (ALLOW - 1), Co-Tenancy (COTEN - 1), CPI (CPI - 1), Deposits (DEPOSIT - 1), Estoppel (ESTOP - 1), Go Dark (GODARK - 1), Guarantor (GUAR - 1), Holdover (HOLD - 1), HVAC (UTILITY - 1), Insurance - Landlord (INSURE - 1), Insurance - Tenant (INSURE - 2), Late Fees (LF_INT - 1), Notice Requirements (NOTICE - 1), Other Charges (Building Capital), Other Lease Terms (Advertising), Other Lease Terms (Promotional Fund), Other Utilities (UTILITY - 2), Parking (PARKING - 1), Percent Rent (PER_RENT - 1), Permitted Use (USE - 1), and Radius Restriction (RADIUS - 1).
- Clauses Grid (Center):** A table with columns: Type, Clause ID, Applicability, Document, Section, Notes, and Dates. The "DEPOSIT - 1" row is highlighted.

Type	Clause ID	Applicability	Document	Section	Notes	Dates
Abatements	ABATE - 1	Silent	None		Note(s)	Dates(0)
Allowances	ALLOW - 1	Silent	None		Note(s)	Dates(0)
Co-Tenancy	COTEN - 1	Silent	None		Note(s)	Dates(0)
CPI	CPI - 1	Silent	None		Note(s)	Dates(0)
Deposits	DEPOSIT - 1	Applicable	Lease (11/06/2008)	I(A)16 & XVIII	Note(s)	Dates(0)
Estoppel	ESTOP - 1	Applicable	Lease (11/06/2008)	Art XX	Note(s)	Dates(0)
Go Dark	GODARK - 1	Silent	None		Note(s)	Dates(0)
Guarantor	GUAR - 1	Silent	None		Note(s)	Dates(0)
Holdover	HOLD - 1	Applicable	Lease (11/06/2008)	Art XXIII(G)	Note(s)	Dates(0)
HVAC	UTILITY - 1	Applicable	Lease (11/06/2008)	Art XI(B)	Note(s)	Dates(0)
Insurance - Landlord	INSURE - 1	Applicable	Lease (11/06/2008)	Art XII(D)	Note(s)	Dates(0)
- Clause Details (Bottom):** Shows details for the selected "DEPOSIT - 1" clause. It includes a "Provision" section with a table:

Provision	Description
Deposit Amount per Lease	\$4,746.01
Interest Requirement	LL shall hold the Security Deposit without liability for interest. Test, etc.
LOC Terms	Erase.

Abstracting Clauses

Step 1

1. Highlight the Clause in Pane 1.
2. Click “Edit” in the Pane 1 Toolbar.
3. **Clause ID** -Use the default ID or change the ID to something more descriptive (the Clause ID is typically only edited when it is necessary to copy a particular clause; i.e., Utilities - Water and Utilities - Electricity or Tenant Improvements - Orig Premises and Tenant Improvement - Exp Premises).
4. **Applicability** - The default selection is “Pending.” If there is data in the Lease to be abstracted for the Clause, change this status to “Applicable.” If the Clause was in the Lease but has been stricken, change the status to “Stricken.” If the Lease does not address the Clause at all, change the status to “Silent” (see the note below in regard to changing all unaddressed Clauses to a status of “Silent” at one time). If the Clause was deliberately not abstracted for some reason, change the status to “Not Abstracted” (this option should rarely be used as it circumvents the system validation which ensures that all Clauses in the Clause List are abstracted). “Expired” is not typically used for Clauses, as it relates more to options.

5. **Document/Section** - Add a reference to the Lease document/section.
6. Click "Save."
7. If any **Notes** (that are not included within the Provisions [see below]) or Critical Dates need to be added, click on the Notes and/or Dates hyperlink for the applicable Clause.

Step 2

When a Clause status is changed to "Applicable" in Pane 1 and the record is saved, a list of related Provisions appears in Pane 2.

1. Highlight a Provision in Pane 2.
2. Click "Edit" in the Pane 3 Toolbar.
3. Enter the Lease language in the Pane 3.
 - **Note:** Extensive Lease language may be cut and paste into rAbstract from a Word file or .pdf file.
4. Click "Check" in the Pane 3 Toolbar to check the spelling.
5. Click "Save" in the Pane 3 Toolbar.
6. Repeat steps 1 – 5 until all Clause Provisions are addressed.
 - **Note:** If the Lease does not address a specific provision, a recommended best practice is to type "Silent" in the provision text box.

Continue this process until all Clauses are addressed.

Some Leases may not contain each information for Clause in the Clause List, so some Clauses may remain that have an Applicability Status of "Pending." When this is true, click "Silent" in the Pane 1 Toolbar. The following message appears:

"Are you sure you want to make all *Pending* Clauses *Silent*?"

Select "OK" to change all remaining "Pending" statuses to a status of "Silent."

Note: On the Leases "General" screen, the Abstracting Status cannot be changed to "Complete" if any Clauses or Options have a status of "Pending."

Also:

1. There must be at least one Clause record for each Clause on the Building Clause List. If an attempt is made to delete the only Clause record for a specific Clause type by clicking "Delete" in the Pane 1 Toolbar, the record will not be deleted; rather, all of the provisions related to the Clause will be deleted and the Applicability Status will be re-set to "Pending."
2. Multiple instances of a Clause may be added by clicking "Add" in the Pane 1 Toolbar, selecting the appropriate type from the drop-down list in the "Type" field, and then following all of the procedures listed above for abstracting a Clause (for instance, there may be multiple allowances granted in a single Lease – for the sake of clarity, each can have its own Clause record by adding as many Clause types "Allowances" as necessary). Each Clause of the same type must have a unique Clause ID, so the Clause ID's should be edited to reflect a description (i.e. "TI Allow - Original Prem" and "TI Allow - Exp Prem").

- Clause records may be copied. This is useful when multiple Clauses are similar. To copy a Clause, highlight the Clause to be copied in Pane 1 and click “Copy” in the Pane 1 Toolbar. An identical Clause will be created.

Options

When Options is selected for the first time from the Navigation Tree, Pane 1 contains a grid with one record for each Option that appears in the Building Clause List (the Clause List may be viewed in the Building section). The Applicability status for each Option (see the column labeled “Applicability”) is set to a default status of “Pending.” This means that the Option has not yet been addressed by the Abstractor.

The screenshot displays the CrAbstract application interface. The top navigation bar includes links for Switch Organization, Dashboard, Reports, Admin, Preferences, Help, and Logoff. The main content area is titled "Options" and contains a table with the following data:

Type	Option ID	Applicability	Document	Section	Notes	Dates
Contraction	CONTRACT - 1	Silent	None		Note(s)	Dates(0)
Expansion	EXPAND - 1	Silent	None		Note(s)	Dates(0)
Purchase	PURCHASE - 1	Silent	None		Note(s)	Dates(0)
Relocation	RELOCATE - 1	Applicable	None	Art XXIII(S)	Note(s)	Dates(0)
Renewal	RENEW - 1	Silent	None		Note(s)	Dates(0)
Right of First Offer	ROFO_ROFR - 1	Silent	None		Note(s)	Dates(0)
Right of First Refusal	ROFO_ROFR - 2	Silent	None		Note(s)	Dates(0)
Termination	TERMINATE - 1	Silent	None		Note(s)	Dates(0)

Below the table, a detailed view of the "Relocation (RELOCATE - 1)" option is shown. It includes a "Provision" section with a "Description" field containing the following text:

Notification / Effective Date Description
LL shall deliver written notice to Tenant identifying the location of the proposed New Premises (no time frame for such ...)

Restrictions to Relocation
The New Premises shall be comparable in size and visibility to the current Premises.

Relocation Cost Responsibility
Landlord

Other Relocation Terms
1. LL shall, throughout the Term of the Lease and any renewals thereof, have the right to relocate Tenant to New Premis...

Abstracting Options

Step 1

- Highlight the Option in Pane 1.
- Click “Edit/View” in the Pane 1 Toolbar. An “Edit Lease Option” pop-up window appears.
- Option ID** - Use the default ID or change the ID to something more descriptive (the Option ID is typically only edited when it is necessary to copy a particular Option; i.e., Renewal - 1, Renewal - 2, etc.).
- Applicability** - As mentioned above, the default selection is “Pending.” If there is data in the Lease to be abstracted for the Option, change this status to “Applicable.” If the Option was in the Lease but has been stricken, change the status to “Stricken.” If the Lease does not address the Option at all, change the status

to “Silent” (see the note below in regard to changing all unaddressed clauses to a status of “Silent” at one time). “Expired” should be used when an Option has been abstracted but is no longer applicable because the required notification period has expired. If the Option was deliberately not abstracted for some reason, change the status to “Not Abstracted” (this option should rarely be used as it circumvents the system validation which ensures that all clauses in the Clause List are abstracted).

5. **Document/Section** - Add a reference to the Lease document/section.
6. **Notification Period Type** - If the Lease does not provide for a specific notification date (or a date that cannot be calculated), use the default selection of “None” (for example, a Right of First Offer often provides that Tenant must notify Landlord of exercise within a specified number of days after Landlord’s offer notice. In this case, the notification date cannot be determined). If the Lease does provide a specific notification date (or a date that can be calculated), use one of the remaining six selections from the drop-down box (After, Before, Between, On, On or After, On or Before), as applicable (for example, a renewal Option may provide that notice must be given no later than 6 months prior to expiration. In this case, "On or Before" would be the proper selection).
7. **Notification Start Date** - Enter the notification date for a Period Type of “After” or “On or After,” or the earliest notification date for a Period Type of “Between.”
8. **Notification End Date** - Enter the notification date for a Period Type of “Before,” “On or Before” or “On,” or the latest notification date for a Period Type of “Between.”
9. **Effective Period Type** - See description of Notification Period Type above.
 - **Note:** For renewal Options, the recommended best practice is to select “Between” and enter the start and end date of the renewal term.
10. **Effective Start Date** - Enter the notification date for a Period Type of “After” or “On or After,” or the earliest notification date for a Period Type of “Between.”
11. **Effective End Date** - Enter the notification date for a Period Type of “Before,” “On or Before” or “On,” or the latest notification date for a Period Type of “Between.”
12. **Date Calculator** - Use this function when a specific date is not provided in the Lease but the Lease provides enough information to calculate the date (for instance, “Tenant must notify Landlord at least 180 days prior to Lease expiration.” In this case, if the Lease expiration date is known, the Date Calculator can be used to determine the exact date). Instructions for using the Date Calculator are provided below.
13. **Encumbered** - For an Option type of Renewal, Expansion, Right of First Offer or Right of First Refusal, click the “Encumbered” check box, which allows for the specification of the encumbered Floors. After checking “Encumbered,” use the arrows to move the Floor(s) that are encumbered from the “Building Floors” box to the “Selected Encumbered Floors” box. If the Option encumbers more than one Floor, move all Floors that are encumbered. This is crucial for the generation of an accurate Encumbered Space by Floor report. Click “View/Edit Descriptions,” and scroll down to enter:
 - Encumbered Space: (e.g., for a renewal Option, the description should include the applicable Suite number(s) and the sf; for a Right of First Offer, the description might be something like “any available space that is contiguous to the Premises,” or “any available space on Floor 10, as shown on Exhibit A”); and
 - Superior Rights: (i.e., rights of tenant are subject to rights granted to existing tenants as of the date this Lease was executed, etc.). If no superior rights are provided for in the Lease, type "Silent."
14. Click “Save.”

Note: All Notification/Effective Dates appear on the Critical Dates report.

Step 2

When an Option status is changed to "Applicable" in the Edit Lease Option window and the record is saved, a list of related Provisions appears in Pane 2.

1. Highlight the Provision in Pane 2.
2. Click "Edit" in the Pane 3 Toolbar.
3. Enter the Lease language in Pane 3.
 - **Note:** Extensive Lease language may be cut and paste into rAbstract from a Word file or .pdf file.
4. Click "Check" in the Pane 3 to check the spelling.
5. Click "Save" in the Pane 3 Toolbar.
6. Repeat steps 1 – 5 until all Option Provisions are addressed.

- **Note:** If the Lease does not address a specific provision, a recommended best practice is to type “Silent” in the provision text box.

Continue this process until all Options are addressed.

Some Leases may not contain information for each Option in the Clause List, so some Options may remain that have an Applicability Status of “Pending.” When this is true, click “Silent” in the Pane 1 Toolbar. The following message appears:

“Are you sure you want to make all *Pending* Options *Silent*?”

Select “OK” to change all remaining “Pending” statuses to a status of “Silent.”

Note: On the Leases “General” screen, the Abstracting Status cannot be changed to “Complete” if any Clauses or Options have a status of “Pending.”

Also:

1. There must be at least one Option record for each Option on the Building Clause List. If an attempt is made to delete the only Option record for a specific Option type by clicking the “Delete” button in the upper pane, the record will not be deleted; rather, all of the provisions related to the Option will be deleted and the Applicability Status will be re-set to “Pending.”
2. Multiple instances of an Option may be added by clicking the “Add” button in the Pane 1 Toolbar, selecting the appropriate type from the drop-down box in the “Type” field, and then following all of the procedures listed above for abstracting an Option (for instance, there may be multiple renewal Options associated with a single Lease – each can have its own Option record by adding as many Option types “Renewal” as necessary. Each Option of the same type must have a unique Option ID (e.g., Renewal - 1, Renewal - 2, etc.).
3. Option records may be copied. This is useful when multiple Options are similar except for dates. To copy an Option, highlight the Option to be copied in Pane 1 and click “Copy.” An identical Option will be created
Note: be mindful that any dates will need to be changed.

Security Deposits

CrAbstract Switch Organization | Dashboard | Reports | Admin | Preferences | Help | Logoff

Project: Portfolio Acquisition - Building: Realogic Retail Center @-2/22/2015 - Lease: AAA Document Storage

Lease

Security Deposits

+ Add Edit Delete Refresh Dates(1) Help

Deposit Name	Deposit Type	Deposit Status	LOC Expiration Date	Document	Section	Note(s)
Security Deposit	Cash	Active		Lease	I(A)17 & XVIII	

+ Add Edit Delete Refresh Help

Deposit Date	Source	Deposit Amount
11/6/2008	Per Lease	\$4,746.00
6/1/2009	On Hand	\$4,500.00
6/1/2009	Per Lease	\$6,434.00

Adding Security Deposits

Step 1

1. Click "Add" in the Pane 1 Toolbar.
2. **Deposit Name:** Describe the deposit.
3. **Deposit Type:** Select "Cash" or "Letter of Credit" from the drop-down box.
4. **Deposit Status:** Select "Active."
5. **LOC Expiration Date:** If the Deposit Type is "Letter of Credit," enter the current expiration date.
6. **Document/Section:** Add a reference the Lease document/section.
7. Click "Save" in the Pane 1 Toolbar.
8. Use **Notes** to describe any pertinent information related to the deposit, such as interest requirements, letter of credit requirements, changes in the deposit amount over time, etc.

Step 2

1. In Pane 1, highlight the Security Deposit.
2. Click "Add" in the Pane 2 Toolbar.
3. **Deposit Date:** Enter the date that Tenant was required to provide the deposit (if the Lease does not specify a date, use the Lease date).
 - **Note:** Dates entered here automatically appear on the Critical Dates report.
4. **Source:** Select "Per Lease" if entering a deposit amount as specified in the lease; select "On Hand" if entering a deposit amount actually received.
5. **Deposit Amount:** If "Per Lease" was selected in step 4, enter the amount of the deposit per the lease documentation; if "On Hand" was selected, enter the deposit amount received.
6. Click "Save" in the Pane 2 Toolbar.
7. Repeat steps 2 – 6 until all current and future deposit amounts have been entered.

Reports

Abstracting Status

Report Function

The Abstracting Status report is intended to illustrate the state of data entry completion for a specific building.

Intended Audience

The ideal user for the Abstracting Status report might be a project manager who needs to understand which tenants in a building have a finished abstract versus abstracts that remain in an intermediate stage of completion.

Data Origins

The information contained in the Abstracting Status report is pulled from the Lease->General Page section.

Permitted Options

The Abstracting Status report can be filtered by the following criteria:

- **Lease Type:** *Active Leases* or *Active Subleases*

Building Detail

Report Function

The Building Detail report is intended to summarize all salient details for a specific building. The sections include General Building Information, Floors, Suites, Snippets, Clauses (and related Provisions), Charge Codes and Recovery Pools.

Intended Audience

The ideal user for the Building Detail report is any user who needs to understand building level data (i.e., Floors and Suites) and the abstraction scope that their organization employs on a specific building.

Data Origins

The information contained in the Document Detail report is entered throughout all the different pages in the Building Administration section.

Permitted Options

The Building Detail report has no filtering options.

Occupancy Detail

Report Function

The Occupancy Detail report illustrates the non-vacant suites and their square footage on a monthly basis over a rolling 12 month period and calculates occupancy percentages on a monthly and annual basis. The Occupancy Detail report can be run for a single building, a manually selected group of buildings or for all buildings in an organization, client or project.

Intended Audience

Any user needing to know occupancy statistics for a monthly or 12 month period (i.e., for property management reports, gross-up calculations, loan compliance, investment broker packages, etc.).

Data Origins

The Occupancy Report gets information from the Leases > General and Leases > Spaces page.

Permitted Options

The Occupancy Detail report can be filtered by the following criteria:

- **Version:** *Monthly End* or *Monthly Average* (i.e., calculate occupancy based upon square footage either:
 - at the end of the month; or
 - for the entire month on an average basis))
- **Lease Type:** *Active Leases* or *Active Subleases*
- **Legal Name/DBA:** Legal Name or DBA
- **MTM/Holdover:** Through Current Month or Through Report End (i.e., include spaces with a status of either Month-to-Month or Holdover in occupancy statistics only for the first month of the report or for all 12 months.)
- **Non-Revenue Space:** *Exclude* or *Include* (i.e., should non-revenue space such as management offices or building conference rooms be included or excluded from occupancy computation)

Rent Roll

Report Function

The Rent Roll report illustrates all the spaces held, the term begin and end dates and the financial obligations for each Tenant occupying space within the building.

Intended Audience

The Rent Roll report is useful for any user looking for a quick summary of space leased, term and financial obligations for all leased space in a building.

Data Origins

The Rent Roll is perhaps the most complex report within rAbstract and pulls data primarily from the Lease > General Page, Spaces, Recurring Charges, Recoveries and Percentage Rent screens.

Permitted Options

The Rent Roll report can be filtered by the following criteria:

- **Version:** *Detail* or *Summary* (do not show tenant by tenant detail, only building totals)
- **Lease Type:** *Active Leases* or *Active Subleases*
- **Sort Order:** Tenant or Suite
- **Alert Display:** *View* (allows Notes and Critical Dates to be included on Rent Roll for those that have been flagged with a "Report Display" value of "Standard") or *Suppress*
- **Percentage Rent:** *View* (display Percentage Rent calculation information [breakpoints and overage %] on Rent Roll) or *Suppress*

Space Status Conflicts

Report Function

The Space Status Conflict report indicates space records within a lease whereby the "Space Status" as entered by the user is in conflict with the space Begin Date or space End Date, based upon the current date. These conflicts reflect situations that may cause misleading results on several other of the reports in rAbstract and should be rectified before final reports are printed.

These 4 circumstances are:

1. Space has not yet commenced (example; Space Status is "Leased: Occupied", but the Begin Date is a future date).
2. Space has not yet expired (example: Space Status is "Expired", but the Expiration Date is a future date).
3. Space has commenced (example: Space Status is "Future Commence", but the Begin Date has already occurred).
4. Space has expired (example; Space Status is "Leased: Occupied", but the Expiration Date has already occurred).

Intended Audience

Any user looking to resolve outstanding space issues within a building would start with this report.

Note: If Space Status conflicts exist for a building, any report run will have the warning "Space Status Conflicts exist" in red in the right corner. This report can be used to identify and resolve such conflicts.

Data Origins

The information contained in the Space Status Conflict report is pulled from the Lease > General and Lease > Spaces page.

Permitted Options

There are no filtering options for this report.

Tenant List

Report Function

The Tenant List report creates a simple roster of building occupants and includes their active leased Suites, the active leased area and the percentage of building net rentable area that their active leased area represents.

Intended Audience

The Tenant List report may be useful to anyone looking for an inventory of active tenants or a sorting of active tenants by size.

Data Origins

The Tenant Name and the User Lease ID fields are pulled from the Lease > General Page and the Active Suites and Active Leased Area are pulled from Lease > Spaces page. The % of NRA is calculated as the active leased area divided by the Building NRA as entered on the Building-> General Screen.

Permitted Options

The Tenant List report can be filtered by the following options:

- **Lease Type:** *Active Leases* or *Active Subleases*
- **Sort Order:** *Tenant* (alpha by name), *User Lease ID* or *Leased Area* (largest to smallest)

Square Footage by Floor: Detail

Report Function

The Square Footage by Floor: Detail Report shows the square footage contained in each active suite and summarizes the same on a floor-by-floor basis and can act as a non-color stacking plan for a building. Square footage is broken out by leased, vacant and non-revenue space and each floor contains a summary of the percentage occupied. The report is useful for reconciling the information contained in the abstracts with accounting or Argus rent rolls.

Intended Audience

This report is useful to any individual who needs to reconcile abstracted square footage with another source document, or who need to quickly determine vacant space and occupancy percentages on a floor-by-floor basis.

Data Origins

Information in this report is pulled from the Space detail at the Lease level, as well as the Floors and Suites setup at the Building level.

Permitted Options

The Square Footage by Floor Reports may be filtered by the following criteria:

- **Report Date:** Insert an as-of date to generate the desired output (the default setting is the current date).

Square Footage by Floor: Summary

Report Function

The Square Footage by Floor: Summary Report details the square footage contained on each floor and breaks down whether such space is leased, vacant, or non-revenue. This report is useful for quickly identifying where vacant space and non-revenue space is located in a Building.

Intended Audience

This report is useful to leasing people, asset managers and property managers.

Data Origins

Information in this report is compiled from the Space detail at the Lease level, as well as the Floors and Suites setup at the Building level.

Permitted Options

The Square Footage by Floor Reports may be filtered by the following criteria:

- **Report Date:** Insert an as-of date to generate the desired output (the default setting is the current date).

Annual Expiration Detail

Report Function

The Annual Expiration Detail Report identifies the expiration of every Suite/Tenant on a rolling 12-month basis from the Report Date through the next 10 years. This report also indicates month-to-month Tenants and Tenants in Holdover. Expiration date is presented on a square footage and percent of NRA basis, both annually and cumulatively.

Intended Audience

This report is useful to brokers identifying space that will be expiring and for any user that needs to know the rollover risk for a building.

Data Origins

Information in this report is pulled from the Expiration Date fields for each Space within every active Tenant's Lease.

Permitted Options

Expiration Reports may be filtered by the following criteria:

- **Lease Type:** *Active Leases* or *Active Subleases*
- **Report Date:** Insert a start date to generate the desired output

Monthly Expiration Detail

Report Function

The Monthly Expiration Detail Report reflects the expiration of every Suite/Tenant on a month-by-month basis, for the next 12-month period from the Report Date. Expiration date is presented on a square footage and percent of NRA basis, both monthly and cumulative monthly.

Intended Audience

This report is useful to property managers and asset managers for budget comparison.

Data Origins

Information in this report is pulled from the Expiration Date fields for each Space within every active Tenant's Lease.

Permitted Options

Expiration Reports may be filtered by the following criteria:

- **Lease Type:** *Active Leases* or *Active Subleases*
- **Report Date:** Insert a start date to generate the desired output

Expiration Summary

Report Function

The Expiration Summary Report reflects the square footage expiring on a rolling 12-month basis from the Report Date for the next 10 years. This report also indicates the amount of square footage in MTM and in Holdover. Expiration data is presented on a square footage and percent of NRA basis, both annually and cumulatively. Only annual totals are presented; no suite / tenant detail is provided in the Expiration Summary report.

Intended Audience

This report is useful to asset managers, owners and lenders.

Data Origins

The Expiration Dates are input at the Lease level in the Space records and summarized in the Expiration Reports.

Permitted Options

Expiration Reports may be filtered by the following criteria:

- **Lease Type:** *Active Leases* or *Active Subleases*
- **Report Date:** Insert a start date to generate the desired output

Lease Abstract

Report Function

The Lease Abstract report displays all financial and non-financial lease data entered into rAbstract on a tenant-by-tenant basis.

Intended Audience

This report is useful to all users needing to see a summary of lease data for tenants in a building. Users may include owners, asset managers, property managers, lenders, brokers, investment brokers and potential buyers of a property.

Data Origins

The Lease Abstract report is compiled from the all Lease screens: General, Documents, Contacts, Spaces, Recurring Charges, Recoveries, Percentage Rent, Tenant Capital, Clauses, Options and Security Deposit.

Permitted Options

There are no filters available for the Lease Abstract report.

Critical Dates

Report Function

The Critical Dates report summarizes in chronological order all action dates associated with a lease.

Intended Audience

This report is useful to all users including Property Managers, Building Owners, Property Accountants and Leasing Agents.

Data Origins

The Critical Dates report is compiled from the commencement/expiration dates, financial dates [changes in recurring charges (including abatements) and security deposit], options dates and miscellaneous dates entered into rAbstract using the "Dates" button.

Permitted Options

The Critical Dates report may be filtered by the following criteria:

- **Date Type:**
 - *All* (Display all critical dates),
 - *Commence/Expiry* (display all commencement and expiration dates),
 - *Financial* (Display all dates upon which recurring charge amounts, abatement amounts, security deposit amounts and percentage rent breakpoints change),
 - *Forms* (Display critical dates for all non-lease documents),
 - *Option* (Display effective and notification dates for all option types),
 - *Other* (Display any other dates entered into rAbstract via use of the "Dates" button).
- **Term:** *All, Current Week, Weeks 1-4, Weeks 1-8.*
- **Report Date:** Enter a report as-of date (the default setting is the current date)

Form Abstract

Report Function

The Form Abstract report displays all data for non-lease documents entered into rAbstract via the use of Forms. Data for all Form attributes and provisions is displayed.

Intended Audience

A Form Abstract is useful to a variety of users dependent upon the type of data captured by the Form Abstract. For instance, a Mortgage Loan Form Abstract could be useful to accounting at the Building or Project level to ensure the Borrower is in compliance with loan covenants. Likewise, a service contract form abstract could be useful to Property Managers and in the preparation of property budgets.

Data Origins

Information for a Form Abstract is pulled from the Forms screen at either the Client, Project or Building Level.

Permitted Options

Form Abstracts may be filtered by the following criteria:

- **Report Date:** Insert an as-of start date to generate the desired output.

Document Inventory

Report Function

The Document Inventory report displays a record for each document entered into rAbstract, organized by Tenant. Unlike the Document Detail report, the Document Inventory report includes only the document name, document type, inventory status, execution date and estoppels inclusion (does not include the name of the uploaded document nor a description of the document).

Intended Audience

The Document Detail Report is ideal for users that need to gather a list of all documents or a subset of documents related to a building, such as a property manager. Other circumstances where this report may be useful include (i) double-checking during the process of creating Estoppel Certificates; (ii) preparing an inventory of documents provided a seller in a due diligence closing.

Data Origins

The data from the Document Detail Report is gathered from the Building > Documents section and the Lease > Documents page. The information here is manually entered by the abstractor or lease administrator at the time of document abstraction.

Permitted Options

Document Reports can be filtered by the following criteria:

- **Document Type:** *All, Building Documents, Lease Documents and Sublease Documents.*
- **Lease Status:** *All, Active, or Inactive*

Document Detail

Report Function

The Document Detail Report displays a record for each document entered into rAbstract, organized by Tenant. The report includes space for the Document Name, Document Type, Execution Date, Physical Location, location of a link to the electronic document, the name of uploaded file as well as the description of the document.

Intended Audience

The Document Detail Report is ideal for users that need to gather a list of all documents or a subset of documents related to a building, such as a property manager. Another circumstance where this report may be useful is in doublechecking during the process of creating Estoppel Certificates. The extra detail fields are ideal for anyone responsible for tracking and maintaining the physical and electronic location of all documents.

Data Origins

The data from the Document Detail Report is gathered from the Building->Documents section and the Lease > Documents page. The information here is manually entered by the abstractor or lease administrator at the time of document abstraction.

Permitted Options

Document Reports can be filtered by the following criteria:

- **Document Type:** *All, Building Documents, Lease Documents and Sublease Documents.*
- **Lease Status:** *All, Active, or Inactive*

Contact List

Report Function

This report details all contact information abstracted with regards to the parties in a selected building or buildings.

Intended Audience

The Contact List would be helpful to anyone that quickly needed a call list for emergencies or to generate a group mailing list for all tenants or building contacts (including tenant notice addresses).

Data Origins

The information in the Contact List comes directly from the Building > Contacts and the Lease > Contacts pages.

Permitted Options

The Contact List can be filtered by the following options:

- **Contact Type:** *All, Building Contacts, Lease Contacts, Sublease Contacts or Lease & Sublease Contacts*
- **Lease Status:** *All, Active or Inactive*
- **Report Date:** Select an as-of date to generate the desired output (the default setting is the current date).

Recovery Detail

Report Function

The Recovery Detail report aggregates the data for all tenant recoveries entered in the Lease > Recoveries page. The report includes Recovery Name, the Document and Section where the recovery mechanics are described, the Spaces to which the recovery applies, the pool to which the Recovery charge belongs and the charge mechanics. The charge mechanics consist of Type (Gross or Net), Base Year (if applicable), Stop Amount & Stop Amount Type (if applicable), Cap (Yes or No), Pro-rata %, Gross Up % and Administrative Surcharge %. The data in the Recovery Detail report is organized by Tenant and further broken down by Recovery Name. The report can be exclusive or inclusive of all Recovery Pools created at the Building level.

Intended Audience

The Recovery Detail report is useful for leasing brokers identifying trends and standards for recoverable charges for each pool within a building, property managers who need quick access to calculation mechanics across an entire building, or during due diligence when reviewing tenant recovery calculations against leases.

Data Origins

The data in the Recovery Detail report pulls information from the Lease->Recoveries page. The data in the Recovery Detail report is all manually entered on this page with the exception of the values in the Recovery Pools field, which are created and maintained at the Building-Recovery Pools page and then selected on the Lease > Recoveries page.

Permitted Options

The Recovery Detail report can be filtered by the following criteria:

- **Lease Type:** *Leases* or *Subleases*
- **Lease Status:** *All*, *Active*, or *Inactive*
- **Recovery Status:** *All*, *Active* or *Inactive*
- **Report Date:** Insert an as-of date to generate the desired output (the default setting is the current date).

Lease Provisions

Report Function

The Lease Provision Report is a summary of a selected provision within a clause or option for each tenant within a building.

Intended Audience

This report is useful to any user looking for a summary of a specific lease provision for all leases.

Data Origins

Information in this report is compiled from the provision of a clause or option in the Leases > Clauses and/or Leases > Options screen. The provision must be tagged via the use of the "Report Tag" on the Building > Clause List screen in order to be available for this report.

Permitted Options

The Lease Provisions Report may be filtered by the following criteria:

- **Lease Type:** *Leases* or *Subleases*
- **Lease Status:** *Active* or *Inactive*
- **Report Date:** Insert a start date (the default setting is the current date)

Clause Detail

Report Function

The Clause Detail Report is a summary of all information from the selected clause. The report includes all provisions within the selected clause (The 'Lease Provision Report' may be used to report on a specific provision).

Intended Audience

This report is useful to any user looking for a summary of clause details from all leases. For example, the user can quickly receive a summary of Tenant Insurance requirements for all tenants in a building.

Data Origins

Information in this report is compiled from the Leases > Clauses screen.

Permitted Options

The Option Detail Report may be filtered by the following criteria:

- **Lease Type:** *Leases* or *Subleases*
- **Lease Status:** *Active* or *Inactive*
- **Applicability:** *All* (report will include all tenants regardless of applicability status), *Applicable* (report will only show those tenants for which data has been abstracted), *Pending*, *Silent*, *Stricken*, *Expired*, *Not Abstracted*
- **Report Date:** Insert a date (the default setting is the current date)

Option Detail

Report Function

The Option Detail Report is a summary of all information from the selected option. The report includes all provisions within the selected option (the 'Lease Provision Report' may be used to report on a specific provision).

Intended Audience

This report is useful to any user looking for a summary of option details from all leases. For example, a lender or company acquiring a property can quickly receive a summary of Termination Options for all tenants in a building.

Data Origins

Information in this report is compiled from the Options from the Leases > Options screen.

Permitted Options

The Option Detail Report may be filtered by the following criteria:

- **Lease Type:** *Leases* or *Subleases*
- **Lease Status:** *Active* or *Inactive*
- **Applicability:** *All*, (report will include all tenants regardless of applicability status), *Applicable* (report will only show those tenants for which data has been abstracted), *Pending*, *Silent*, *Stricken*, *Expired*, *Not Abstracted*.
- **Report Date:** Insert a start date (the default setting is the current date)

Encumbered Space by Detail

Report Function

The Encumbered Space by Floor report illustrates all encumbrances per floor and includes tenant name, type of option, term of the encumbrance and the description of the space encumbered. The Encumbered Space by Floor can be run for one, multiple or all floors within a building.

Intended Audience

Property Managers and Leasing Agents should review this report prior to leasing any space in the Building to avoid violations of other tenant's rights to lease such space.

Data Origins

The Encumbered Space by Floor report pulls data from the Encumbered Floor sections of each Option entered in the Lease > Options screen.

Permitted Options

The Encumbered Space by Floor Reports may be filtered by the following criteria:

- **Report Type:** *Landscape* (condensed version) or *Portrait* (expanded version)
- **Lease Type:** *Leases* or *Subleases*
- **Report Date:** Insert a start date (the default setting is the current date)

Security Deposit Summary

Report Function

The Security Deposit Summary Report summarizes current and future cash/letter of credit deposit requirements. The report also provides a comparison of the deposit amount currently being held against the amount as required per the lease.

Intended Audience

The report is useful for property managers and assets managers in tracking Security Deposits for a Building. The report may also be used during due diligence to compare abstracted deposits against deposit per the seller's accounting system records.

Data Origins

Information for this report is pulled from the Security Deposit screen for each Tenant Lease.

Permitted Options

Security Deposit Reports may be filtered by the following criteria:

- **Lease Type:** *Leases* or *Subleases*

- **Lease Status:** *All, Active or Inactive*
- **Report Date:** Insert an as-of date to generate the desired output.

Security Deposit Detail

Report Function

The Security Deposit Detail Report provides details of all data entered on the Security Deposit screen (including Notes and Critical Dates) for each tenant.

Intended Audience

The report is useful for property managers and assets managers in tracking Security Deposits on a tenant-by-tenant basis, including amounts and all textual data supporting the deposit.

Data Origins

Information for this report is pulled from the Security Deposit screen for each Tenant Lease.

Permitted Options

Security Deposit Reports may be filtered by the following criteria:

- **Lease Type:** *Leases or Subleases.*
- **Lease Status:** *All, Active or Inactive*
- **Report Date:** Insert an as-of date to generate the desired output

Tenant Capital Detail

Report Function

The Tenant Capital Detail Report summarizes information related to any allowances that have been granted by Landlord to Tenant. This report illustrates Landlord's obligations, when such obligation originated and to which space the allowance may be applied.

Intended Audience

Asset managers, building managers and anyone involved in the budgeting process would find this report useful for budget completion purposes.

Data Origins

The information contained in this report is pulled from the Lease > Tenant Capital Page.

This page was created specifically for instances in which a rAbstract user would like to upload information directly from rAbstract to Argus. Where such an upload is not necessary, Tenant Capital information could alternately be captured in a Tenant Capital Clause.

Permitted Options

The Tenant Capital Detail Report may be filtered by the following criteria:

- **Lease Type:** *Leases* or *Subleases*
- **Lease Status:** *All*, *Active* or *Inactive*
- **Report Date:** Insert an as-of date to generate the desired output (the default setting is the current date)

Percentage Rent Detail

Report Function

The Percentage Rent Detail Report provides percentage rent information on a Tenant basis including Lessee, Sales Category, Document Reference, Space Name, and Breakpoint Type (Natural, Specified, or Tiered). For Natural Breakpoints, the Report reflects the Natural Percentage. For Specified Breakpoints, the Report reflects Overage Percentage, Begin Date, Minimum Amount (of Sales), and Minimum Amount Type. For Tiered Breakpoints, the Report reflects identical information as for Specified Breakpoints as well as Maximum Amount (of Sales), and Maximum Amount Type. Information is also provided via Additional Notes.

Intended Audience

The report is useful for property managers and assets managers in tracking Percentage Rent terms on a tenant-by-tenant basis. The report is also useful as a summary of percentage rent terms during due diligence.

Data Origins

Information for this report is pulled from the Percentage Rent screen for each Tenant Lease.

Permitted Options

Percentage Rent Reports may be filtered by the following criteria:

- **Lease Type:** *Leases* or *Subleases*
- **Lease Status:** *All*, *Active* or *Inactive*
- **Breakpoint Type:** *Natural*, *Specified*, *Tiered*, or *All*
- **Report Date:** Insert an as-of date to generate the desired output