



# Adding a Contract

User Guide

*February 2025*

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# Introduction

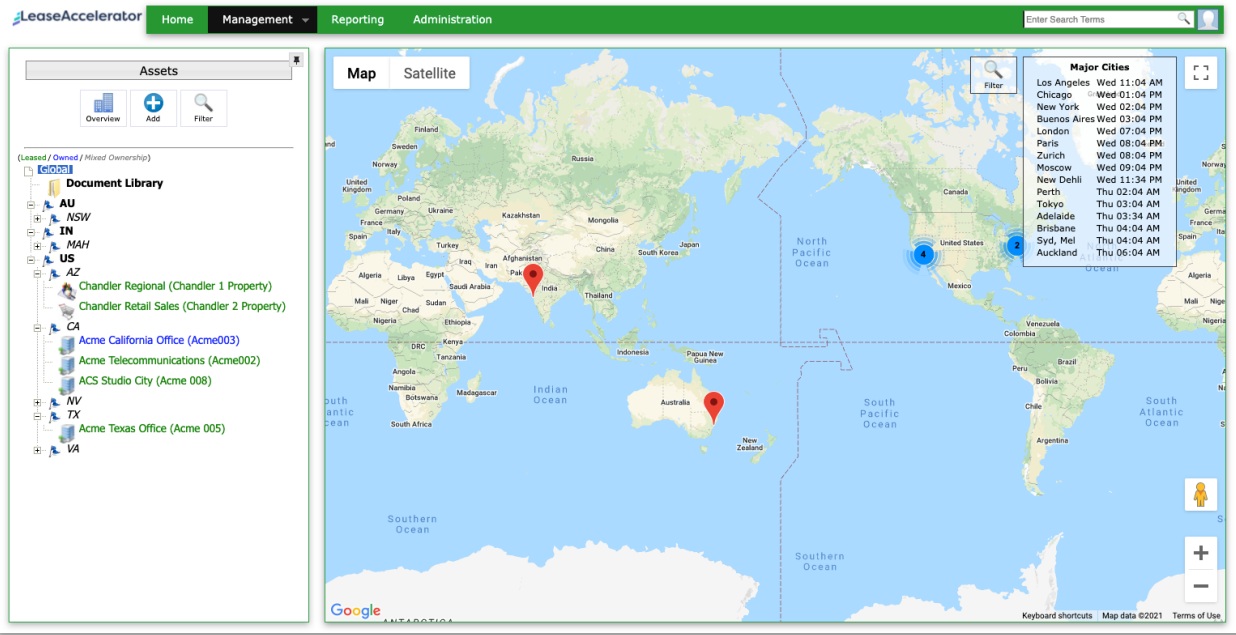
Real Estate Manager allows you to manage a wide range of contracts associated with an asset, including leases, sub-leases and maintenance or service agreements. Contracts are configured in the Administration workspace and are defined by:

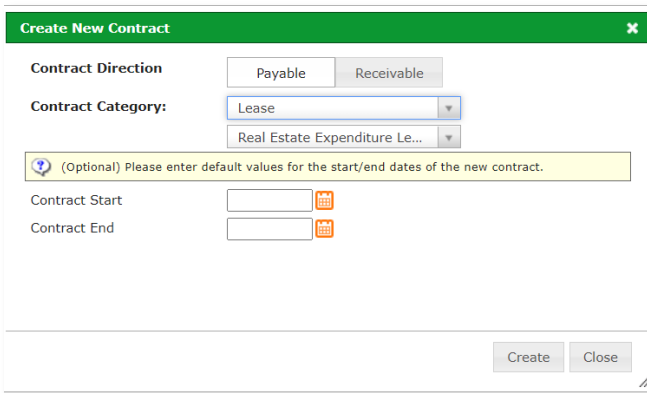
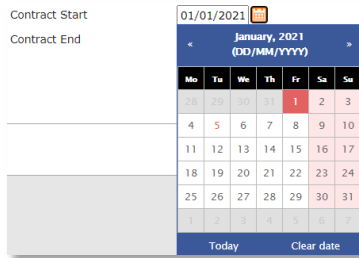
- Contract Category – a group of contracts with similar characteristics.
- Contract Type – a single contract defined within a Contract Category.

For example, a Lease Contract Category could include office leases, parking leases and subleases. A Service Contract Category might include security contracts and janitorial contracts. All contracts can be defined as payable (where payments are required to be made to a third-party for a right of use asset, or for goods and services) or receivable (where payments are received from third-parties, such as when you are sub-leasing a portion of your leased premises).

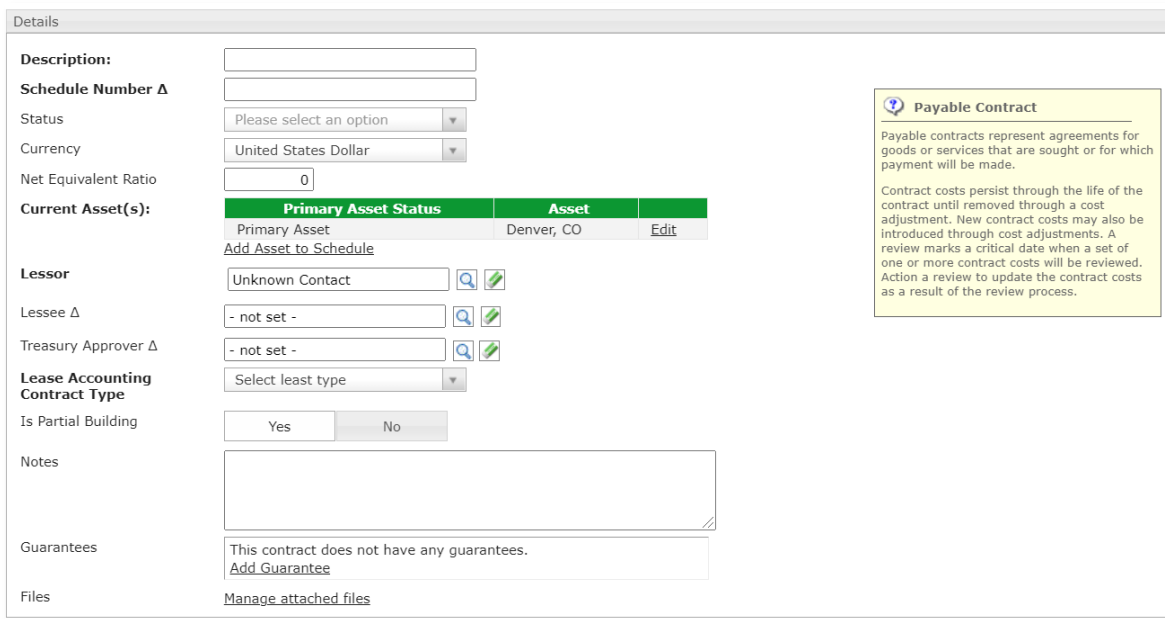
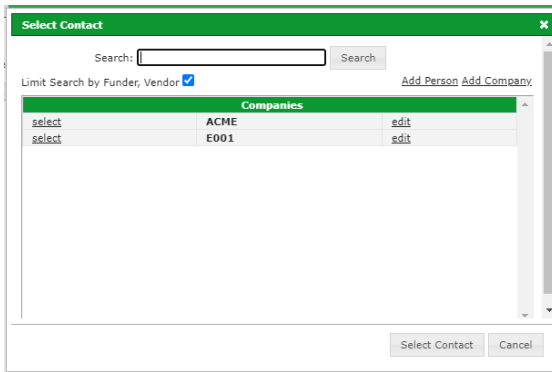
Each Contract Type can have Custom Clause Groups and Data Fields configured in the Administration workspace. This allows you to define the clauses and data fields most relevant to your business.

## Adding a Contract within the User Interface

| Step         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|-------------|--------------|---------|--------------|----------|--------------|--------------|--------------|--------|--------------|-------|--------------|--------|--------------|--------|--------------|-----------|--------------|-------|--------------|-------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|--------------|
| 1            | <p>From the Top NavBar, select <b>Management</b> and then <b>Assets</b>.</p>  <table border="1"><caption>Major Cities</caption><thead><tr><th>City</th><th>Time</th></tr></thead><tbody><tr><td>Los Angeles</td><td>Wed 11:04 AM</td></tr><tr><td>Chicago</td><td>Wed 01:04 PM</td></tr><tr><td>New York</td><td>Wed 02:04 PM</td></tr><tr><td>Buenos Aires</td><td>Wed 03:04 PM</td></tr><tr><td>London</td><td>Wed 07:04 PM</td></tr><tr><td>Paris</td><td>Wed 08:04 PM</td></tr><tr><td>Zurich</td><td>Wed 08:04 PM</td></tr><tr><td>Moscow</td><td>Wed 09:04 PM</td></tr><tr><td>New Delhi</td><td>Wed 11:34 PM</td></tr><tr><td>Perth</td><td>Thu 02:04 AM</td></tr><tr><td>Tokyo</td><td>Thu 03:04 AM</td></tr><tr><td>Adelaide</td><td>Thu 03:34 AM</td></tr><tr><td>Brisbane</td><td>Thu 04:04 AM</td></tr><tr><td>Syd, Mel</td><td>Thu 04:04 AM</td></tr><tr><td>Auckland</td><td>Thu 06:04 AM</td></tr></tbody></table> | City | Time | Los Angeles | Wed 11:04 AM | Chicago | Wed 01:04 PM | New York | Wed 02:04 PM | Buenos Aires | Wed 03:04 PM | London | Wed 07:04 PM | Paris | Wed 08:04 PM | Zurich | Wed 08:04 PM | Moscow | Wed 09:04 PM | New Delhi | Wed 11:34 PM | Perth | Thu 02:04 AM | Tokyo | Thu 03:04 AM | Adelaide | Thu 03:34 AM | Brisbane | Thu 04:04 AM | Syd, Mel | Thu 04:04 AM | Auckland | Thu 06:04 AM |
| City         | Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Los Angeles  | Wed 11:04 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Chicago      | Wed 01:04 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| New York     | Wed 02:04 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Buenos Aires | Wed 03:04 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| London       | Wed 07:04 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Paris        | Wed 08:04 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Zurich       | Wed 08:04 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Moscow       | Wed 09:04 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| New Delhi    | Wed 11:34 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Perth        | Thu 02:04 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Tokyo        | Thu 03:04 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Adelaide     | Thu 03:34 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Brisbane     | Thu 04:04 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Syd, Mel     | Thu 04:04 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |
| Auckland     | Thu 06:04 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |      |             |              |         |              |          |              |              |              |        |              |       |              |        |              |        |              |           |              |       |              |       |              |          |              |          |              |          |              |          |              |

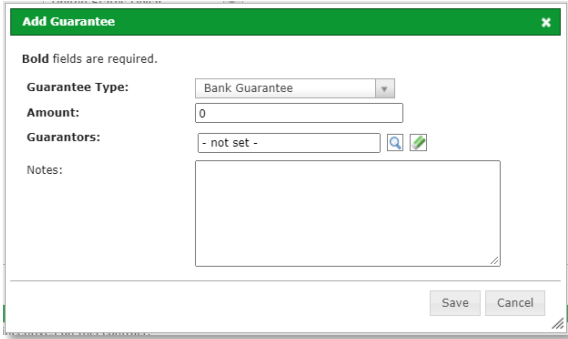
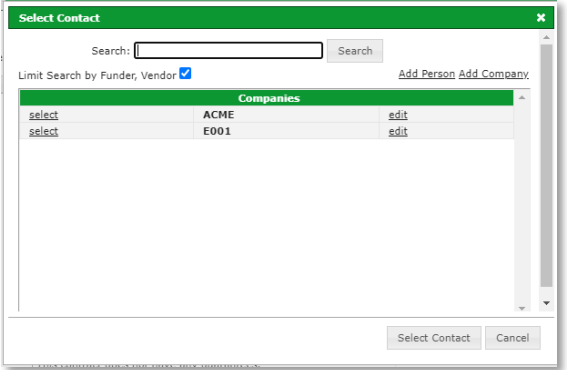
| Step | Action                                                                                                                                                                                                                                                                                                                                                              |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2    | In the Action Panel, click the <b>Expand Tree</b> icon to display the Asset you want to add a contract to.                                                                                                                                                                                                                                                          |
| 3    | Select the Asset. The Summary tab for the Asset displays.                                                                                                                                                                                                                                                                                                           |
| 4    | Click on the Contracts tab.<br>                                                                                                                                                                                                                                                   |
| 5    | Click the appropriate contract direction, either <b>Payable Contracts</b> or <b>Receivable Contracts</b> .                                                                                                                                                                                                                                                          |
| 6    | Click <b>Add Contract</b> .                                                                                                                                                                                                                                                                                                                                         |
| 7    | In the Create New Contract pop-up, verify the correct Contract Directions.<br>                                                                                                                                                                                                   |
| 8    | From the <i>Contract Category</i> drop-down, select the appropriate Contract Category.                                                                                                                                                                                                                                                                              |
| 9    | From the second drop-down, select the Contract Type.<br><br><b>Note:</b> A Contract Category and Contract Type cannot be added from the Contracts tab within Asset Management. You must configure these through the Administration workspace.                                                                                                                       |
| 10   | Select the <b>Contract Start</b> and <b>Contract End</b> dates by clicking in the fields or the Calendar icon and selecting the appropriate dates.<br><br><b>Note:</b> If you do not select a Contract End Date, it will default to one year from the Contract Start date.<br> |
| 11   | Click <b>Create</b> .                                                                                                                                                                                                                                                                                                                                               |

## Entering Contract Details

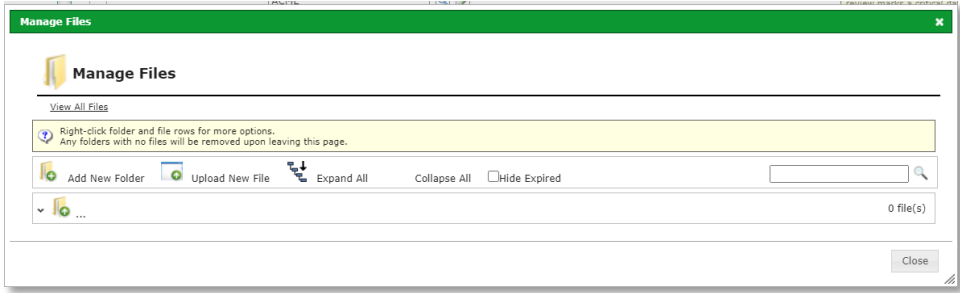
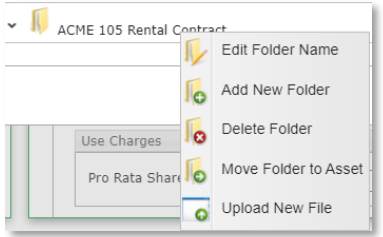
| Step | Action                                                                                                                                                                                                                                                                                                                                                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <p>In the <i>Contract Details</i> section, enter information that describes the contract in the <i>Description</i> field.</p>                                                                                                                                              |
| 2    | <p>Enter the unique identifier for the contract in the <i>Schedule Number</i> field.</p> <p><b>Note:</b> If you are synchronizing with LeaseAccelerator's Lease Accounting Manager, this is the same <i>Schedule Number</i> that you will see in that part of the user interface.</p>                                                                        |
| 3    | <p>From the <i>Status</i> drop-down, select <b>Current</b> to indicate that the contract is active, <b>Divestment</b> to indicate the contract is being held for disposition, or <b>Draft</b> to indicate that the contract is not completed. To add a new Status, enter the label in the <i>Status</i> field and click the <b>Add and select?</b> link.</p> |
| 4    | <p>From the <i>Currency</i> drop-down, select the monetary currency to be used for making (or receiving) payments under the contract. This is also known as the transactional currency.</p>                                                                                                                                                                  |
| 5    | <p>To add a Landlord, click the <b>Search</b> icon in the <i>Landlord</i> field.</p>                                                                                                                                                                                                                                                                         |
| 6    | <p>To view all Contacts, click to uncheck the <b>Limit Search by Funder, Vendor</b> checkbox.</p> <p><b>Note:</b> If the <i>Select Contact</i> pop-up does not display the desired Landlord, you can add a Contact.</p>                                                  |
| 7    | <p>Click <b>select</b> for the Landlord related to the contract you are adding.</p>                                                                                                                                                                                                                                                                          |

| Step | Action                                                                                                                                                                                       |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8    | Click <b>Select Contact</b> .                                                                                                                                                                |
| 9    | Follow similar steps for the <i>Lessee</i> field, to add a Lessee.                                                                                                                           |
| 10   | Complete other fields as necessary. If you are entering a lease contract, ensure you indicate the <i>Lease Accounting Contract Type</i> .                                                    |
| 11   | If this is a partial building lease, ensure you indicate.                                                                                                                                    |
| 12   | Enter additional information about the contract in the <i>Notes</i> field as needed. This is a free form text field that allows you to quickly capture important details about the contract. |

## Guarantees

| Step | Action                                                                                                                                                                     |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | From the <i>Guarantee Type</i> drop-down, select the method for funding the Guarantee.  |
| 2    | In the <i>Amount</i> field, enter the monetary value of the Guarantee.                                                                                                     |
| 3    | To select the Guarantor, click the <b>magnifying glass</b> icon.                       |
| 4    | To view all Contacts, click the uncheck the <b>Limit Search by Vendor</b> checkbox.                                                                                        |
| 5    | Click <b>select</b> for the Guarantors related to the contract you are adding.                                                                                             |
| 6    | Click <b>Select Contract</b> .                                                                                                                                             |
| 7    | Click <b>Save</b> to add the Guarantee to the contract.                                                                                                                    |

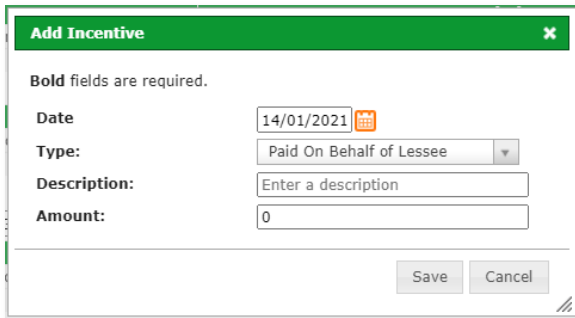
## Adding Files and Notes to a Contract

| Step | Action                                                                                                                                                                                    |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <p>To add files, such as documents or spreadsheets, click <b>Manage attached files</b>.</p>             |
| 2    | <p>Right-click the folder into which you want to upload a file and select <b>Upload New File</b>.</p>  |
| 3    | In the <i>Description</i> field, enter information about the file.                                                                                                                        |
| 4    | Click <b>Browse</b> and select the file you want to upload.                                                                                                                               |
| 5    | Click <b>Open</b> .                                                                                                                                                                       |
| 6    | To set an expiration date for the file, click the <i>Expiry Date</i> field or the Calendar icon and select the date on which the file expires.                                            |
| 7    | In the <i>Notes</i> field, enter any additional information about the file.                                                                                                               |
| 8    | Click <b>Save</b> to upload the file.                                                                                                                                                     |

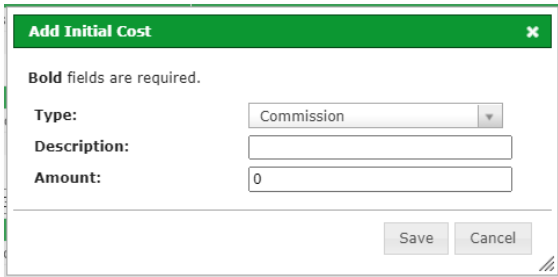
## Custom Fields

If you added any custom fields when configuring the Contract Type, those fields will appear in sections below the Details section. These may vary, depending on the Contract Type. You may only add custom fields in the Administration workspace and not while in Asset Management. For more information on custom fields, please see the [Real Estate Manager User Guide to Contract Types](#).

## Lease Incentives

| Step | Action                                                                                                                                                                                                                                                                       |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add a Lease Incentive (such as a Tenant Improvement or Moving Allowance), in the <i>Incentives</i> section, click <b>Add New Incentive</b> . <div data-bbox="859 275 1430 590">  </div> |
| 2    | Click the <i>Date</i> field or the Calendar icon to display the calendar and select the appropriate date.                                                                                                                                                                    |
| 3    | From the <i>Type</i> drop-down, select <b>Paid on Behalf of Lessee</b> if the Incentive is paid by a party other than the Lessee, or select <b>Paid to Lessee</b> if the Incentive is paid to the Lessee.                                                                    |
| 4    | Click the <i>Description</i> field and enter information to describe the Incentive.                                                                                                                                                                                          |
| 5    | In the <i>Amount</i> field, enter the monetary amount of the Incentive.                                                                                                                                                                                                      |
| 6    | Click <b>Save</b> and the Incentive will be added to the contract.                                                                                                                                                                                                           |

## Initial Costs

| Step | Action                                                                                                                                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add Initial Costs, click <b>Add New Initial Cost</b> in the <i>Initial Costs</i> section. <div data-bbox="859 1050 1414 1325">  </div>                                  |
| 2    | From the <i>Type</i> drop-down, select <b>Commission</b> if the Initial Cost is a brokerage commission, or <b>Payment to Prior Tenant to Terminate Early</b> if the Initial Cost is a fee paid to compensate the prior tenant for vacating the premises early. |
| 3    | Enter information about the Initial Cost in the <i>Description</i> field.                                                                                                                                                                                      |
| 4    | In the <i>Amount</i> field, enter the monetary amount of the Initial Cost.                                                                                                                                                                                     |
| 5    | Click <b>Save</b> to add the Initial Cost to the contract.                                                                                                                                                                                                     |

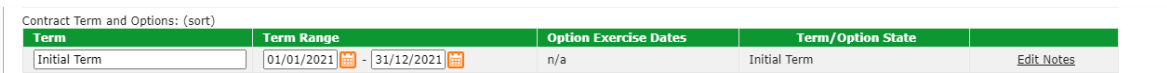
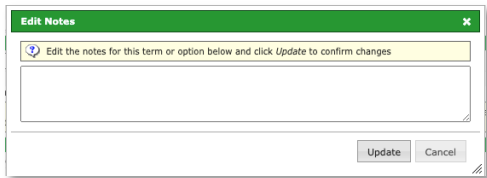
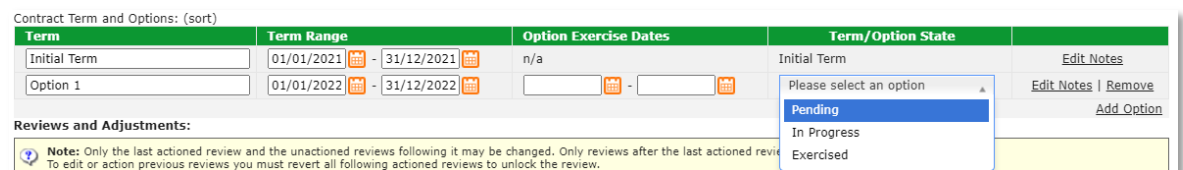
## Make Good Costs

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                      |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add Make Good Costs, first indicate the <b>Date of Obligation</b> by entering the date or clicking the Calendar icon and selecting the appropriate date.                                                                                                                                                                                                                                 |
| 2    | Click <b>Add New Make Good Cost</b> .                                                                                                                                                                                                                                                                                                                                                       |
| 3    | From the <i>Type</i> drop-down, select <b>Cost to Dismantle or Remove (per Agreement)</b> if the Make Good Cost is to remove any renovations made or <b>Equipment-Refurbishment</b> if the Make Good Cost is related to equipment or <b>Real Estate – Return to Original Condition</b> if the Make Good Cost is for removing renovations and returning the space to its original condition. |
| 4    | Enter information about the Make Good Cost in the <i>Description</i> field.                                                                                                                                                                                                                                                                                                                 |
| 5    | In the <i>Amount</i> field, enter the monetary amount of the Make Good Cost.                                                                                                                                                                                                                                                                                                                |
| 6    | Click <b>Save</b> to add the Make Good Cost to the contract.                                                                                                                                                                                                                                                                                                                                |

## Break Termination Penalties

| Step | Action                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add a Break Termination Penalty, click <b>Add New Break Termination Penalty</b> in the <i>Break Termination Penalties</i> section. |
| 2    | Enter information about the Break Termination Penalty in the <i>Description</i> field.                                                |
| 3    | In the <i>Amount</i> field, enter the monetary amount of the Break Termination Penalty.                                               |
| 4    | Click <b>Save</b> to add the Break Termination Penalty to the contract.                                                               |

## Contract Initial Term and Options

| Step | Action                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add the Contract Initial Term and Options, go to the <i>Contract Term and Options</i> section.<br>                                                                                |
| 2    | In the <i>Term</i> field, update the default value of the Initial Term as needed.                                                                                                                                                                                      |
| 3    | Click the Calendar icon and select the beginning and ending dates for the <i>Term Range</i> .                                                                                                                                                                          |
| 4    | Click <b>Edit Notes</b> to add information about the Contract Initial Term and Options.                                                                                                                                                                                |
| 5    | Enter information in the <i>Edit Notes</i> pop-up as necessary and click <b>Update</b> when finished.<br>                                                                            |
| 6    | To add a Contract option, click <b>Add Option</b> and a new row will appear in the <i>Contract Term and Options</i> section.                                                                                                                                           |
| 7    | In the <i>Term</i> field, update the default value of Option 1 as needed.<br>                                                                                                       |
| 8    | Click the Calendar icons and select the beginning and ending dates for the <i>Term Range</i> .                                                                                                                                                                         |
| 9    | Click the Calendar icons and select the beginning and ending dates for the <i>Option Exercise Dates</i> .                                                                                                                                                              |
| 10   | From the <i>Term/Option State</i> drop-down, select the status of the option as <b>Pending</b> if the option has not been invoked, <b>In Progress</b> if the option is being invoked, but not yet completed, or <b>Exercised</b> if the option has been fully invoked. |
| 11   | To add information about the option, click <b>Edit Notes</b> and you may enter relevant information in the pop-up and click <b>Update</b> .                                                                                                                            |

## Reviews and Adjustments

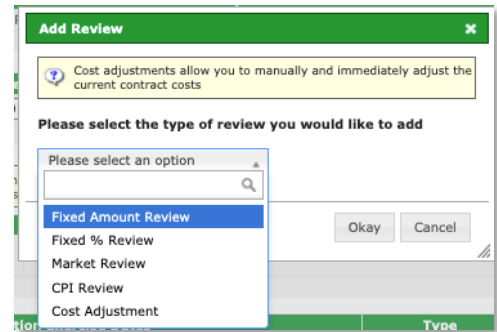
| Step                                                                                                                            | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
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| 1                                                                                                                               | <p>To add Reviews and Adjustments, use the <b>Click here</b> link to add the first Commencing Costs.</p> <div><p><b>Reviews and Adjustments:</b></p><p> <b>Note:</b> Only the last actioned review and the unactioned reviews following it may be changed. Only reviews after the last actioned review may be actioned. To edit or action previous reviews you must revert all following actioned reviews to unlock the review.</p><table><tr><th>Date</th><th>Type</th><th>Details</th><th>State</th><th>Actions</th></tr><tr><td colspan="5">No commencing costs have been provided for this contract. <a href="#">Click here</a> to specify the commencing costs.</td></tr></table></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date                                | Type     | Details      | State                                 | Actions       | No commencing costs have been provided for this contract. <a href="#">Click here</a> to specify the commencing costs. |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| Date                                                                                                                            | Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Details                             | State    | Actions      |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| No commencing costs have been provided for this contract. <a href="#">Click here</a> to specify the commencing costs.           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| 2                                                                                                                               | <p>To define the Contract Costs for both a Recurring and Ad Hoc Contract and to have recurring invoices, start in the <i>Recurring Invoice</i> section.</p> <div><p><b>Setup Recurring Invoices</b></p><p><small>Note: Invoices will be generated from the effective date of the review onward starting from the first invoice date.</small></p><p> Costs rows may be dragged to and from recurring invoices and to the <i>Actioned Costs</i> table by clicking and dragging on the  icon. Removing a recurring invoice will transfer any costs with an assigned asset to the <i>Other Actioned Costs</i> table. Multiple costs assigned to the same asset and category must be given a unique description to distinguish each cost. This unique description is used when actioning reviews to ensure the correct change is applied to the correct cost. Tax and Per-Annum amounts are calculated using Payment Amount and Tax Rate for the First Payment Date, if First Payment Date is changed, click the calculate button beside Payment Amount to recalculate the Tax and Per-Annum amounts.</p><p><b>Recurring Invoice</b></p><div><p>Vendor <input type="text" value="Unknown Contact"/> </p><p>Invoice Type <input type="text" value="Select invoice type"/> Invoice Group <input type="text" value="Select group"/></p><table><tr><th>Label</th><th>Asset</th><th>Archived</th><th>Category</th><th>Jurisdiction</th><th>Tax Rate</th><th>First Payment</th><th>Payment</th><th>Tax Amount</th><th>Total P.A. (Ex Tax)</th><th>Paid</th><th>Every</th></tr><tr><td colspan="12">No costs have been allocated to this recurring invoice section. Recurring invoices with no allocated costs will not be created.</td></tr></table><p><input type="button" value="Add New Recurring Invoice"/></p></div><p><b>Other Actioned Costs</b></p><p> Any costs shown below will be updated in the contract but will not be attached to recurring invoices</p><table><tr><th>Label</th><th>Asset</th><th>Archived</th><th>Category</th><th>Jurisdiction</th><th>Tax Rate</th><th>First Payment</th><th>Payment</th><th>Tax Amount</th><th>Total P.A. (Ex Tax)</th><th>Paid</th><th>Every</th></tr><tr><td colspan="12">No costs have been configured for the contract in this section</td></tr></table><p>Notes: <div></div></p></div> | Label                               | Asset    | Archived     | Category                              | Jurisdiction  | Tax Rate                                                                                                              | First Payment                         | Payment                         | Tax Amount                          | Total P.A. (Ex Tax)                   | Paid            | Every                               | No costs have been allocated to this recurring invoice section. Recurring invoices with no allocated costs will not be created. |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     | Label                                 | Asset         | Archived                            | Category                              | Jurisdiction | Tax Rate                            | First Payment                         | Payment        | Tax Amount                          | Total P.A. (Ex Tax)                   | Paid             | Every                               | No costs have been configured for the contract in this section |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| Label                                                                                                                           | Asset                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Archived                            | Category | Jurisdiction | Tax Rate                              | First Payment | Payment                                                                                                               | Tax Amount                            | Total P.A. (Ex Tax)             | Paid                                | Every                                 |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| No costs have been allocated to this recurring invoice section. Recurring invoices with no allocated costs will not be created. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| Label                                                                                                                           | Asset                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Archived                            | Category | Jurisdiction | Tax Rate                              | First Payment | Payment                                                                                                               | Tax Amount                            | Total P.A. (Ex Tax)             | Paid                                | Every                                 |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| No costs have been configured for the contract in this section                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| 3                                                                                                                               | In the <i>Vendor</i> field, click the <b>magnifying glass</b> to select the correct Vendor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| 4                                                                                                                               | <p>Click <b>Select</b> next to the correct company.</p> <div><p><b>Select Contact</b></p><p>Search: <input type="text"/> <input type="button" value="Search"/> <a href="#">Add Person</a> <a href="#">Add Company</a></p><table><tr><th colspan="3">Companies</th></tr><tr><td><input type="button" value="select"/></td><td>A1 Leasing</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>Acme Communications Corporation</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>-- Corinna Rost</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>Acme, Inc.</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>-- Alex Celerator</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>-- Corinna Rost</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>-- Ledger Master</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>Arizona Group</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>BU001</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>-- Owner Asset</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>California Group</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>Colorado Group</td><td><input type="button" value="edit"/></td></tr><tr><td><input type="button" value="select"/></td><td>Delaware Group</td><td><input type="button" value="edit"/></td></tr></table><p><input type="button" value="Select Contact"/> <input type="button" value="Cancel"/></p></div>                                                                                                                                                                                                                                                                                            | Companies                           |          |              | <input type="button" value="select"/> | A1 Leasing    | <input type="button" value="edit"/>                                                                                   | <input type="button" value="select"/> | Acme Communications Corporation | <input type="button" value="edit"/> | <input type="button" value="select"/> | -- Corinna Rost | <input type="button" value="edit"/> | <input type="button" value="select"/>                                                                                           | Acme, Inc. | <input type="button" value="edit"/> | <input type="button" value="select"/> | -- Alex Celerator | <input type="button" value="edit"/> | <input type="button" value="select"/> | -- Corinna Rost | <input type="button" value="edit"/> | <input type="button" value="select"/> | -- Ledger Master | <input type="button" value="edit"/> | <input type="button" value="select"/> | Arizona Group | <input type="button" value="edit"/> | <input type="button" value="select"/> | BU001        | <input type="button" value="edit"/> | <input type="button" value="select"/> | -- Owner Asset | <input type="button" value="edit"/> | <input type="button" value="select"/> | California Group | <input type="button" value="edit"/> | <input type="button" value="select"/>                          | Colorado Group | <input type="button" value="edit"/> | <input type="button" value="select"/> | Delaware Group | <input type="button" value="edit"/> |  |  |  |  |  |  |
| Companies                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| <input type="button" value="select"/>                                                                                           | A1 Leasing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="button" value="edit"/> |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| <input type="button" value="select"/>                                                                                           | Acme Communications Corporation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="button" value="edit"/> |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| <input type="button" value="select"/>                                                                                           | -- Corinna Rost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="button" value="edit"/> |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
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| <input type="button" value="select"/>                                                                                           | Colorado Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="button" value="edit"/> |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| <input type="button" value="select"/>                                                                                           | Delaware Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="button" value="edit"/> |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| 5                                                                                                                               | Click <b>Select Contact</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| 6                                                                                                                               | Next enter an appropriate <i>Description</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| 7                                                                                                                               | <p>Select the appropriate <i>Invoice Type</i> from the drop-down.</p> <p><b>Note:</b> Invoice Types are defined and configured in the Administration workspace within the Invoice Types tile.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |
| 8                                                                                                                               | <p>Select the appropriate <i>Invoice Group</i> from the drop-down.</p> <p><b>Note:</b> Invoice Groups are defined and configured in the Administration workspace within the Invoice Types tile and are used to organize custom fields defined for a particular Invoice Type.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |          |              |                                       |               |                                                                                                                       |                                       |                                 |                                     |                                       |                 |                                     |                                                                                                                                 |            |                                     |                                       |                   |                                     |                                       |                 |                                     |                                       |                  |                                     |                                       |               |                                     |                                       |              |                                     |                                       |                |                                     |                                       |                  |                                     |                                                                |                |                                     |                                       |                |                                     |  |  |  |  |  |  |

| Step       | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|-------|---------|------------|------------|-----------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|
| 9          | Verify the correct <i>First Invoice Date</i> , change as necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 10         | Verify that the <i>Then Every</i> field and drop-downs are accurate for this cost.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 11         | Verify that the <i>Then Every</i> field and drop-downs are accurate for this cost.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 12         | Click the <b>plus sign</b> to add a cost line item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 13         | In the <i>Label</i> field, enter a title for the Contract Cost you are defining, such as Base Rent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 14         | The asset listed is associated with the contract you are entering. Click the <i>Asset</i> drop-down to select another Asset if necessary. If you want to include <i>Archived Assets</i> in the drop-down, check the box to include Archived Assets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 15         | Click the <i>Category</i> field to display the drop-down for configured Cost Categories for this Contract Type and select the appropriate category.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 16         | The <i>Jurisdiction</i> field automatically displays the country and province or state of the Asset's address. To select a different Jurisdiction, you may click in the field and choose from the drop-down.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 17         | Click the <i>Tax Rate</i> field to display the drop-down and select the country or province that assesses taxes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 18         | In the <i>First Payment</i> field, ensure that the date is accurate. It will auto-populate with the Contract Start Date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 19         | <p>In the <i>Payment</i> field, enter the amount of the periodic payment and click the <b>Calculator</b> icon. The <i>Total per Annum Excluding Tax (Total P.A. (Ex Tax))</i> field updates with the total payable amount throughout one year from the First Payment Date.</p> <p><b>Note:</b> If the <i>Tax Rate</i> is updated, you must click the <b>Calculator</b> icon again in the <i>Payment</i> field to ensure accurate tax amount is calculated in the <i>Tax Amount</i> field. Similarly, if the <i>Payment</i> amount is edited, you should click the <b>Calculator</b> icon again to ensure the accurate tax amount is calculated in the <i>Tax Amount</i> field.</p>                                                                                               |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 20         | <p>In the <i>Tax Amount</i> field, you can enter a Tax amount or use the pre-filled Tax Amount if applicable. Click the <b>Calculator</b> icon to ensure accurate calculation of the total tax amounts.</p> <p><b>Note:</b> The pre-filled <i>Tax Amount</i> appears when the use clicks on the <b>Calculator</b> icon again in the <i>Payment</i> field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 21         | Click the <i>Paid</i> field to display the drop-down and select <b>In Advance</b> if the payment is made at the beginning of each period, and <b>In Arrears</b> if the payment is made at the end of each period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 22         | Click the <i>Every</i> field to display the drop-down and select the schedule for payments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 23         | If you have additional Commencing Costs to add, you may click the <b>plus</b> sign in the <i>Recurring Invoice</i> sections and repeat steps 13-22.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 24         | In the <i>Notes</i> field, enter information about the Contract Costs, as needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                   |            |                      |       |         |            |            |                                                                                                                                   |            |                      |
| 25         | <p>Once all Commencing Costs have been entered, click <b>Okay</b> to save.</p> <div><p>Reviews and Adjustments:</p><div><p><b>Note:</b> Only the last actioned review and the unactioned reviews following it may be changed. Only reviews after the last actioned review may be actioned. To edit or action previous reviews you must revert all following actioned reviews to unlock the review.</p><table><tr><th>Date</th><th>Type</th><th>Details</th><th>State</th><th>Actions</th></tr><tr><td>01/04/2019</td><td>Commencing</td><td>• Base Rent [Rent]: Paid In Advance Monthly on the 1st of the month, \$3,400.00 USD Orange - No Tax (\$40,800.00 USD P.A. ex Tax)</td><td>Commencing</td><td><a href="#">Edit</a></td></tr></table><div>Add Review</div></div></div> | Date                                                                                                                              | Type       | Details              | State | Actions | 01/04/2019 | Commencing | • Base Rent [Rent]: Paid In Advance Monthly on the 1st of the month, \$3,400.00 USD Orange - No Tax (\$40,800.00 USD P.A. ex Tax) | Commencing | <a href="#">Edit</a> |
| Date       | Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Details                                                                                                                           | State      | Actions              |       |         |            |            |                                                                                                                                   |            |                      |
| 01/04/2019 | Commencing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | • Base Rent [Rent]: Paid In Advance Monthly on the 1st of the month, \$3,400.00 USD Orange - No Tax (\$40,800.00 USD P.A. ex Tax) | Commencing | <a href="#">Edit</a> |       |         |            |            |                                                                                                                                   |            |                      |

## Adding Reviews or Adjustments

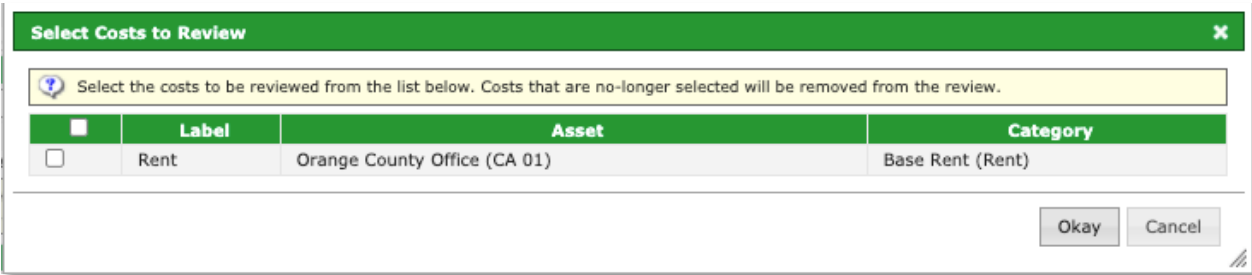
To add Reviews and Adjustments after the Commencing Costs have been entered, click **Add Review** in the *Reviews and Adjustments* section and see below for steps for each kind of review.

- **Fixed Amount** – Payment based on a fixed payment schedule
- **Fixed %** – Payment based on an interest rate or index basis
- **Market** – Payment based on evaluation of current market
- **CPI** – Payment based on a change in the Consumer Price Index
- **Cost Adjustment** – A payment adjustment not in the original contract

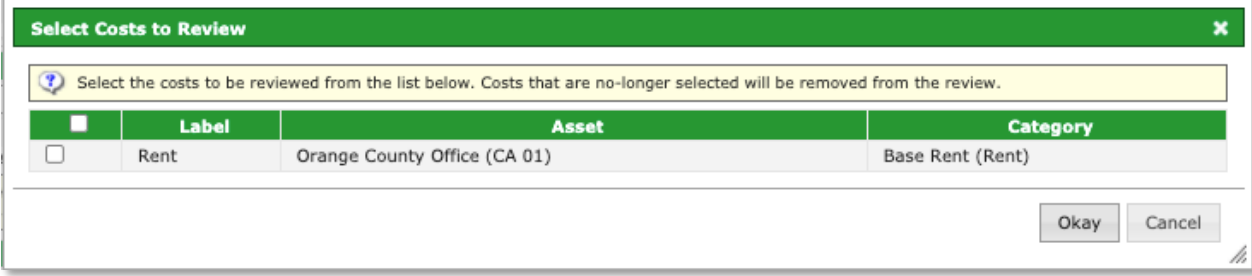


### Fixed Amount

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add a Fixed Amount Review, select <i>Fixed Amount Review</i> and click <b>Okay</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2    | Click the Calendar icon and select the <i>Date of the Review</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3    | From the <i>Review State</i> drop-down, select <b>Pending</b> if the review is not yet initiated or select <b>In Progress</b> if the review is underway.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4    | Click the <b>Add Multiple Reviews?</b> checkbox if more than one review is planned.<br><br><div> <div>Adding Fixed Review</div> <div> <div>Date of Review</div> <div>01/05/2019</div> <div></div> <div><input checked="" type="checkbox"/> Add Multiple Reviews?</div> </div> <div> <div>Review State</div> <div>Pending</div> <div></div> </div> <div>Recurrence Details</div> <div> <div></div> <div>All reviews will be added with the same state and costs, and with a review date calculated from the date of this review and the recurrence pattern.</div> </div> <div> <div>Number of Repeats:</div> <div>0</div> </div> <div> <div>Repeat Every:</div> <div>0</div> <div>Months</div> <div></div> </div> </div> |
| 5    | In the <i>Recurrence Details</i> section, enter the number of reviews to be performed in the <i>Number of Repeats</i> field.<br><br><b>Note:</b> Do not count the payment due on the date you entered as the Review Date. The number of repeats will start with the next payment. Example: 12 months of same payment every month, Number of Repeats = 11.                                                                                                                                                                                                                                                                                                                                                               |
| 6    | In the <i>Repeat Every</i> field, enter the number of months or years selected from the drop-down to establish the Review Schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7    | In the <i>Costs to be Reviewed</i> section, click <b>Select Costs to Review</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Step | Action                                                                                                                                                           |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8    | <p>Click the checkboxes for <i>Costs to Review</i> and click <b>Okay</b>.</p>  |
| 9    | In the <i>Notes</i> field, enter information as needed.                                                                                                          |
| 10   | Click <b>Okay</b> and the review will be added to the <i>Reviews and Adjustments</i> section.                                                                    |

### Fixed % Review

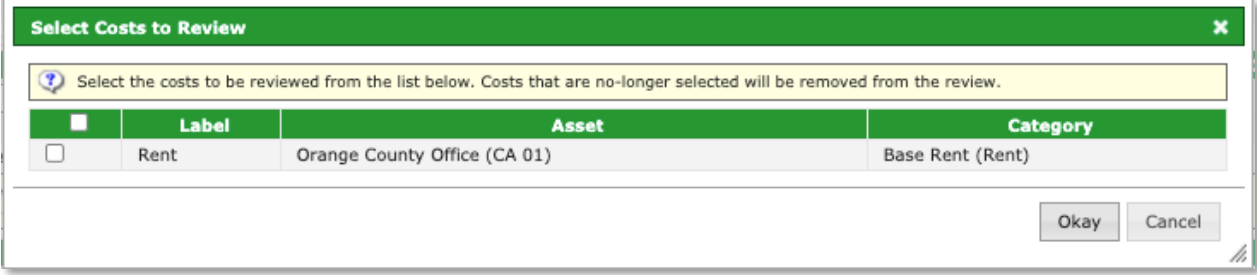
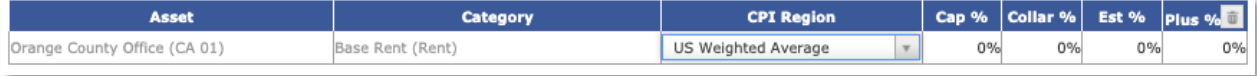
| Step | Action                                                                                                                                                                                                                                                                                                                                                           |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add a Fixed % Review, select <i>Fixed % Review</i> and click <b>Okay</b> .                                                                                                                                                                                                                                                                                    |
| 2    | Click the Calendar icon and select the <i>Date of the Review</i> .                                                                                                                                                                                                                                                                                               |
| 3    | From the <i>Review State</i> drop-down, select <b>Pending</b> if the review is not yet initiated or select <b>In Progress</b> if the review is underway.                                                                                                                                                                                                         |
| 4    | Click the <b>Add Multiple Reviews?</b> checkbox if more than one review is planned.                                                                                                                                                                                                                                                                              |
| 5    | <p>In the <i>Recurrence Details</i> section, enter the number of reviews to be performed in the <i>Number of Repeats</i> field.</p> <p><b>Note:</b> Do not count the payment due on the date you entered as the Review Date. The number of repeats will start with the next payment. Example: 12 months of same payment every month, Number of Repeats = 11.</p> |
| 6    | In the <i>Repeat Every</i> field, enter the number of months or years selected from the drop-down to establish the Review Schedule.                                                                                                                                                                                                                              |
| 7    | In the <i>Costs to be Reviewed</i> section, click <b>Select Costs to Review</b> .                                                                                                                                                                                                                                                                                |
| 8    | <p>Click the checkboxes for <i>Costs to Review</i> and click <b>Okay</b>.</p>                                                                                                                                                                                                |
| 9    | <p>In the <i>Fixed %</i> field, enter the percentage applied to the review.</p>                                                                                                                                                                                              |
| 10   | In the <i>Notes</i> field, enter information as needed.                                                                                                                                                                                                                                                                                                          |

| Step | Action                                                                                        |
|------|-----------------------------------------------------------------------------------------------|
| 11   | Click <b>Okay</b> and the review will be added to the <i>Reviews and Adjustments</i> section. |

### Market Review

| Step                         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------|-------|----------|--------------------------|--------|------------------------------|------------------|----|----|----|----|
| 1                            | To add a Market Review, select <i>Market Review</i> and click <b>Okay</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 2                            | Click the Calendar icon and select the <i>Date of the Review</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 3                            | From the <i>Review State</i> drop-down, select <b>Pending</b> if the review is not yet initiated or select <b>In Progress</b> if the review is underway.                                                                                                                                                                                                                                                                                                                                                                                |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 4                            | Click the <b>Add Multiple Reviews?</b> checkbox if more than one review is planned.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 5                            | In the <i>Recurrence Details</i> section, enter the number of reviews to be performed in the <i>Number of Repeats</i> field.<br><br><b>Note:</b> Do not count the payment due on the date you entered as the Review Date. The number of repeats will start with the next payment. Example: 12 months of same payment every month, Number of Repeats = 11.                                                                                                                                                                               |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 6                            | In the <i>Repeat Every</i> field, enter the number of months or years selected from the drop-down to establish the Review Schedule.                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 7                            | In the <i>Costs to be Reviewed</i> section, click <b>Select Costs to Review</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 8                            | Click the checkboxes for <i>Costs to Review</i> and click <b>Okay</b> .<br><div><div>Select Costs to Review</div><div>Select the costs to be reviewed from the list below. Costs that are no-longer selected will be removed from the review.</div><table><thead><tr><th><input type="checkbox"/></th><th>Label</th><th>Asset</th><th>Category</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Rent</td><td>Orange County Office (CA 01)</td><td>Base Rent (Rent)</td></tr></tbody></table><div>OkayCancel</div></div> | <input type="checkbox"/>     | Label            | Asset | Category | <input type="checkbox"/> | Rent   | Orange County Office (CA 01) | Base Rent (Rent) |    |    |    |    |
| <input type="checkbox"/>     | Label                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Asset                        | Category         |       |          |                          |        |                              |                  |    |    |    |    |
| <input type="checkbox"/>     | Rent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Orange County Office (CA 01) | Base Rent (Rent) |       |          |                          |        |                              |                  |    |    |    |    |
| 9                            | In the <i>Cap%</i> field, enter the maximum percentage change.<br><table><thead><tr><th>Asset</th><th>Category</th><th>Cap %</th><th>Collar %</th><th>Est %</th><th>Plus %</th></tr></thead><tbody><tr><td>Orange County Office (CA 01)</td><td>Base Rent (Rent)</td><td>0%</td><td>0%</td><td>0%</td><td>0%</td></tr></tbody></table>                                                                                                                                                                                                  | Asset                        | Category         | Cap % | Collar % | Est %                    | Plus % | Orange County Office (CA 01) | Base Rent (Rent) | 0% | 0% | 0% | 0% |
| Asset                        | Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Cap %                        | Collar %         | Est % | Plus %   |                          |        |                              |                  |    |    |    |    |
| Orange County Office (CA 01) | Base Rent (Rent)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0%                           | 0%               | 0%    | 0%       |                          |        |                              |                  |    |    |    |    |
| 10                           | In the <i>Collar %</i> field, enter the minimum percentage change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 11                           | In the <i>Est %</i> field, enter an estimated percentage change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 12                           | In the <i>Plus %</i> field, enter an optional flat plus percentage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 13                           | In the <i>Notes</i> field, enter information as needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |
| 14                           | Click <b>Okay</b> and the review will be added to the <i>Reviews and Adjustments</i> section.                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |                  |       |          |                          |        |                              |                  |    |    |    |    |

## CPI Review

| Step | Action                                                                                                                                                                                                                                                                                                                                                    |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add a CPI Review, select <i>CPI Review</i> and click <b>Okay</b> .                                                                                                                                                                                                                                                                                     |
| 2    | Click the Calendar icon and select the <i>Date of the Review</i> .                                                                                                                                                                                                                                                                                        |
| 3    | From the <i>Review State</i> drop-down, select <b>Pending</b> if the review is not yet initiated or select <b>In Progress</b> if the review is underway.                                                                                                                                                                                                  |
| 4    | Click the <b>Add Multiple Reviews?</b> checkbox if more than one review is planned.                                                                                                                                                                                                                                                                       |
| 5    | In the <i>Recurrence Details</i> section, enter the number of reviews to be performed in the <i>Number of Repeats</i> field.<br><br><b>Note:</b> Do not count the payment due on the date you entered as the Review Date. The number of repeats will start with the next payment. Example: 12 months of same payment every month, Number of Repeats = 11. |
| 6    | In the <i>Repeat Every</i> field, enter the number of months or years selected from the drop-down to establish the Review Schedule.                                                                                                                                                                                                                       |
| 7    | In the <i>Costs to be Reviewed</i> section, click <b>Select Costs to Review</b> .                                                                                                                                                                                                                                                                         |
| 8    | Click the checkboxes for <i>Costs to Review</i> and click <b>Okay</b> .<br><br>                                                                                                                                                                                        |
| 9    | From the <i>CPI Region</i> drop-down, select the Consumer Price Index to be used for the review.<br><br>                                                                                                                                                              |
| 10   | In the <i>Cap%</i> field, enter the maximum percentage change.                                                                                                                                                                                                                                                                                            |
| 11   | In the <i>Collar %</i> field, enter the minimum percentage change.                                                                                                                                                                                                                                                                                        |
| 12   | In the <i>Est %</i> field, enter an estimated percentage change.                                                                                                                                                                                                                                                                                          |
| 13   | In the <i>Plus %</i> field, enter an optional flat plus percentage.                                                                                                                                                                                                                                                                                       |
| 14   | In the <i>Notes</i> field, enter information as needed.                                                                                                                                                                                                                                                                                                   |
| 15   | Click <b>Okay</b> and the review will be added to the <i>Reviews and Adjustments</i> section.                                                                                                                                                                                                                                                             |

## Cost Adjustment

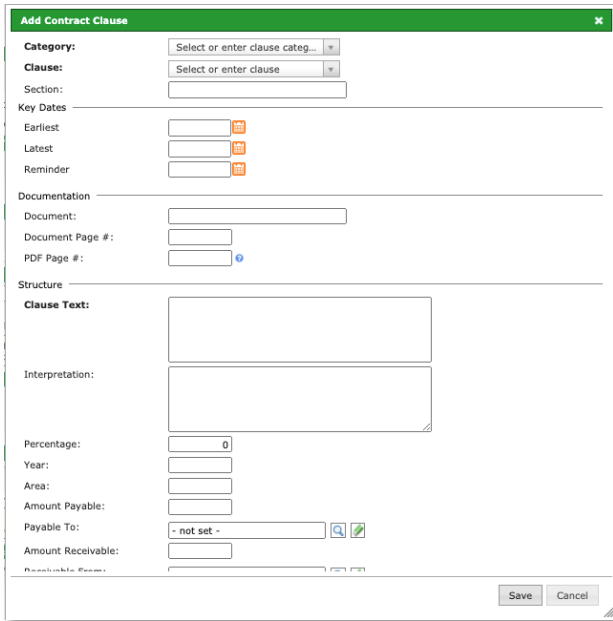
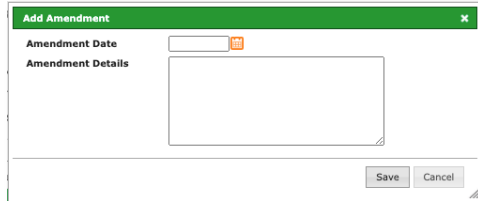
| Step | Action                                                                         |
|------|--------------------------------------------------------------------------------|
| 1    | To add a Cost Adjustment select <i>Cost Adjustment</i> and click <b>Okay</b> . |

| Step | Action                                                                                                                                                                                                                                                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2    | Click the Calendar icon and select the date the adjustment is effective, then click <b>Continue</b> .                                                                                                                                                                                    |
| 3    | <p>If the Cost Adjustment Review is for an Ad Hoc contract, the costs to be adjusted display in the <i>Other Actioned Costs</i> section.</p> <p>If the Cost Adjustment Review is for a Recurring contract, the costs to be adjusted display in the <i>Recurring Invoice</i> section.</p> |
| 4    | In the <i>Payment</i> field, enter the Adjusted Cost.                                                                                                                                                                                                                                    |
| 5    | Click <b>Okay</b> and the Adjusted Cost displays in the <i>Reviews and Adjustments</i> section.                                                                                                                                                                                          |

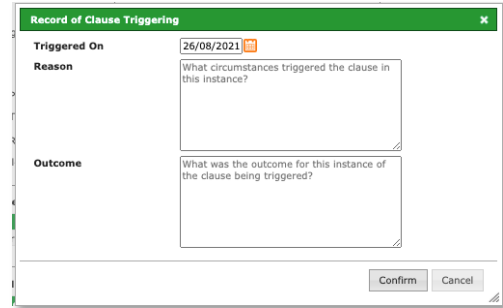
## Contract Break Options

| Step | Action                                                                                                                                                                   |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add a Contract Break option, use the <b>Click here</b> link in the <i>Contract Break Options</i> section.                                                             |
| 2    | In the <i>Add Break Option</i> pop-up, click the <i>Earliest Date</i> and <i>Latest Date</i> Calendar icons and select the dates when the break option can be exercised. |
| 3    | From the <i>Break Fee</i> drop-down, select the method used to calculate the cost for exercising the break option.                                                       |
| 4    | In the <i>Value</i> field, enter the amount of the break fee.                                                                                                            |
| 5    | Enter any relevant comments.                                                                                                                                             |
| 6    | Click <b>Save</b> and the Break Option will be added to the Contract.                                                                                                    |

## Predefined Ad-hoc Clauses

| Step | Action                                                                                                                                                                                                                                                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | To add a Predefined Ad-hoc clause, click <b>Add Ad-hoc Contract Clause</b> in the <i>Predefined Ad-hoc Clause</i> section.                                                                                                                                                               |
| 2    | <p>In the <i>Contract Clause</i> pop-up, click on the <i>Category</i> drop-down and select <b>Land</b> if the clause relates to the site, or <b>Property</b> if the clause relates to a building.</p>  |
| 3    | From the <i>Clause</i> drop-down, select the type of clause you want to add.                                                                                                                                                                                                             |
| 4    | In the <i>Section</i> field, enter the section of the contract where the clause exists.                                                                                                                                                                                                  |
| 5    | In the <i>Key Dates</i> section, click the Calendar icon for the <i>Earliest</i> , <i>Latest</i> , and <i>Reminder</i> dates to which the clause applies or can be exercised.                                                                                                            |
| 6    | In the <i>Documentation</i> section, enter the name of any supporting documentation in the <i>Document</i> field, the page number in the <i>Document Page #</i> field, and the page number for a document in PDF format in the <i>PDF Page #</i> field.                                  |
| 7    | In the <i>Structure</i> section, enter the text for the clause in the <i>Clause Text</i> field and other supporting information in the <i>Interpretation</i> field.                                                                                                                      |
| 8    | To add an Amendment, in the <i>Amendment</i> section, click <b>Add Amendment</b> .                                                                                                                                                                                                       |
| 9    | <p>In the <i>Add Amendment</i> pop-up, click the Calendar icon and select the <i>Amendment Date</i>.</p>                                                                                             |
| 10   | In the <i>Amendment Details</i> field, enter the text of the amendment or any other relevant comments.                                                                                                                                                                                   |
| 11   | Click <b>Save</b> and the amendment will display in the clause.                                                                                                                                                                                                                          |
| 12   | To record the exercise of a clause, in the <i>Trigger History</i> section, click <b>Add Record of Clause Triggering</b> .                                                                                                                                                                |

| Step | Action                                                                                                  |
|------|---------------------------------------------------------------------------------------------------------|
| 13   | In the <i>Triggered On</i> field, click the Calendar icon and select the date the clause was exercised. |
| 14   | In the <i>Reason</i> and <i>Outcome</i> fields, record information about the clause trigger.            |
| 15   | Click <b>Confirm</b> and the information displays in the clause.                                        |
| 16   | Click <b>Save</b> and the contract clause will save and display with the contract.                      |



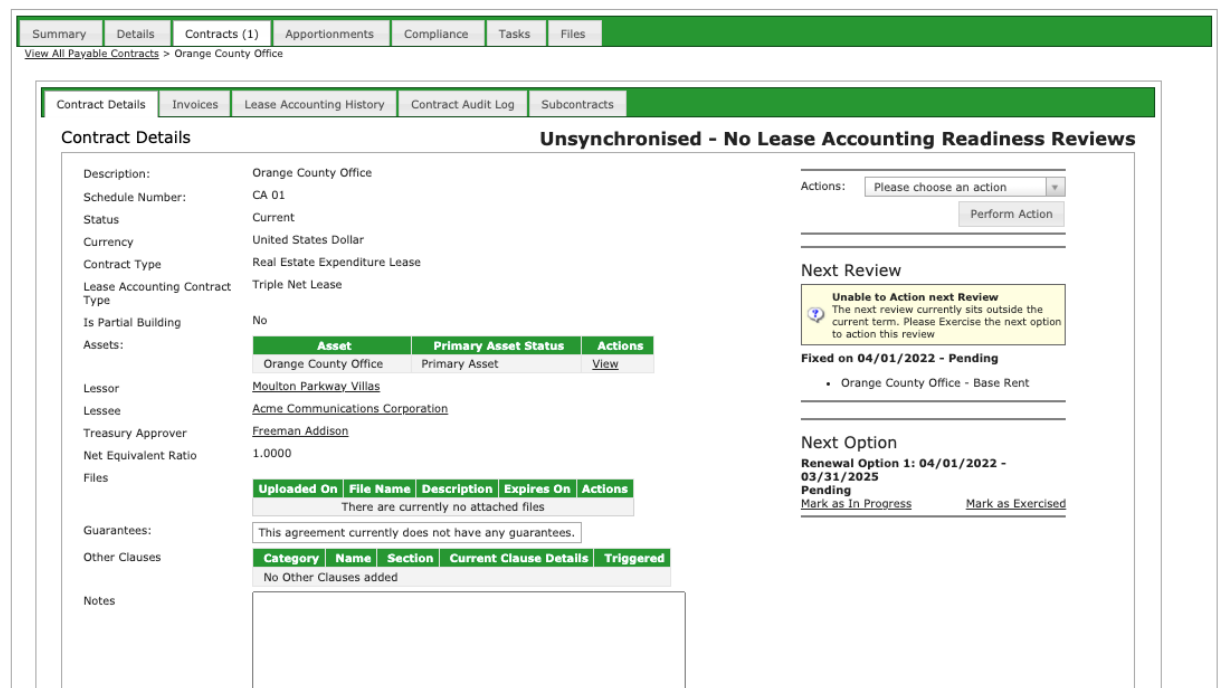
A dialog box titled "Record of Clause Triggering" with a close button (X) in the top right corner. It contains three main sections: "Triggered On" with a date field showing "26/08/2021" and a calendar icon; "Reason" with a text area containing the prompt "What circumstances triggered the clause in this instance?"; and "Outcome" with a text area containing the prompt "What was the outcome for this instance of the clause being triggered?". At the bottom right are "Confirm" and "Cancel" buttons.

## Saving the Contract

Once all of the contract details have been entered, including the Commencing Costs in the *Reviews and Adjustments* section, you may save the contract. Scroll down to the bottom of the workspace and click **Save Contract**. Record any notes in the pop-up and click **Okay**.

Once the contract is saved, you will be taken back to the Contracts tab workspace.

 Orange County Office (Leased Office Building)



The screenshot shows the "Contract Details" page for "Orange County Office (Leased Office Building)". The top navigation bar includes tabs for Summary, Details, Contracts (1), Apportionments, Compliance, Tasks, and Files. Below this is a sub-navigation bar with tabs for Contract Details, Invoices, Lease Accounting History, Contract Audit Log, and Subcontracts. The main content area is titled "Contract Details" and "Unsynchronised - No Lease Accounting Readiness Reviews". It displays various contract details such as Description, Schedule Number, Status, Currency, Contract Type, Lease Accounting Contract Type, Is Partial Building, Assets, Lessor, Lessee, Treasury Approver, Net Equivalent Ratio, Files, Guarantees, Other Clauses, and Notes. On the right side, there are sections for "Actions" (Please choose an action, Perform Action), "Next Review" (Unable to Action next Review, Fixed on 04/01/2022 - Pending), and "Next Option" (Renewal Option 1: 04/01/2022 - 03/31/2025, Pending, Mark as In Progress, Mark as Exercised).

## Adding a Contract Using the REPIW Bulk Import

Real Estate Manager allows for the bulk import of multiple Assets and Contracts using the downloadable REPIW. For more information on populating this import file, please refer to the Real Estate Manager Client Implementation Guide.

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**Please note that the REPIW is meant to import Assets with Lease Contracts and may not be used to import Contracts only.**

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| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Start by downloading the REPIW from the user interface. From the Top NavBar, select <b>Administration</b> .                                                                                                                                                                                                                                                                                                                                                            |
| 2    | Click the <i>Download PIW</i> tile.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3    | A preconfigured REPIW will download. Populate all required fields/tabs within the import file. Please refer to the <a href="#">Real Estate Manager Client Information Guide</a> for information on how to populate.                                                                                                                                                                                                                                                    |
| 4    | Once you have a populated REPIW, go to the <b>Administration</b> workspace and select the <b>Bulk Import</b> tile.                                                                                                                                                                                                                                                                                                                                                     |
| 5    | Once in the Bulk Import workspace, start by clicking <b>Browse</b> to locate your saved REPIW.                                                                                                                                                                                                                                                                                                                                                                         |
| 6    | Select the appropriate file and click <b>Open</b> .                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7    | Once the file has been uploaded, click <b>Next</b> .                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8    | Step Two in the process is validation and will show all of your validation results from the import process. The Validation table will have 3 columns including Save, Schedule Number, and Status.<br><b>Save:</b> Will either be a warning sign or checkbox depending on status.<br><b>Schedule Number:</b> Represents the Schedule Number by which each of these validation messages are grouped.<br><b>Status:</b> This is where the Validation Message will appear. |
| 9    | If no errors or warnings occurred, then status will be Ok. If there were any warnings or errors, they will be listed. If more than one error, you may click <b>Show error(s)</b> to see the full list. The user can check and uncheck the boxes in Save column to select which Schedule Number to import.                                                                                                                                                              |
| 10   | If user clicks <b>Upload New File</b> and clicks <b>Continue</b> on the pop-up confirmation, then they will be taken back to Step One to select a new file and restart the process.<br><br>If user has any checked boxes and is ready to proceed with the import, they will click <b>Import Selected Rows</b> .                                                                                                                                                        |
| 11   | The final step will show a table listing all the successful schedules imported. Each Schedule Number will be a hyperlink that may be used to navigate directly to the contract within the asset.                                                                                                                                                                                                                                                                       |

# Version Summary

| Version | Changes/Updates                                                                                            | Date       |
|---------|------------------------------------------------------------------------------------------------------------|------------|
| 21R3    | Guide created. Adding a Contract broken out from larger guide. Included adding through UI and Bulk Import. | 08/26/2021 |
| 23R3    | Updated steps to be in Real Estate Manager interface only. Removed all reference to REM.                   | 08/03/2023 |
| 24R1.1  | Added steps for Tax Amount calculations.                                                                   | 03/01/2024 |
| 24R2.2  | Updated Review section to add Calculator icon for Tax Amounts.                                             | 08/22/2024 |
| 24R3.1  | Updated screen shots for Recurring Invoice enhancement.                                                    | 12/03/2024 |
| 25.1    | Updated steps and screenshots for adding reviews to include Vendor field for recurring invoices.           | 01/08/2025 |