

Full Bloom

Scope Document

Dated: 25-Jun-2025

Important Notes:

Version 2.0

- ✚ **Premises Area:** VL system does not accept “0 SF”. Therefore, use “**1 SF**” and log this exception in the Abstraction Notes.
- ✚ **Early Occupancy Period:** The **Early Occupancy Date** will be recorded as the **Commencement Date**, and the **Term Commencement Date** specified in the Lease will be recorded as the **Rent Commencement Date**. This period is considered a **Free Rent period**. If rent is payable during the Early Occupancy Period, the amount must be abstracted—or a placeholder added—**starting from the Early Occupancy Start Date**
- ✚ **Responsibility Matrix - Electrical System Panel:** It should be under **Building** with LL as the responsible party and client will provide definitions for each responsibility item to ensure consistency.
- ✚ **Total Square Footage:** Where two different areas are stated—**40,000** SF (approximate, as per Lease) and **39,250** SF (exact, as per Exhibit)—capture **39,250** SF in the Area module as the exact Premises area. Mention the **40,000** SF as the approximate area in the Area Comments, along with the corresponding Lease reference.

Version 1.0

- ✚ Subheadings marked * are mandatory fields. Do not leave blank.
- ✚ Record only the current term Rent.
- ✚ If the term continues on a month-to-month (MTM) or indefinite basis. Capture the Expiration date as “**09/30/2025**”.
- ✚ If Notice Date is not stated in the Lease for a specific option, assume “**6 months**” arbitrary notice with a note in comments.
- ✚ If both the Initial Lease and Renewal Leases (i.e., Restated or a New Renewal Lease) are available for a location, Abstract only the **Renewal Lease**.
- ✚ **Date Format:** DD/MM/YYYY
- ✚ **Reference Format:** 1st Amendment, Sec. 2; Lease, Sec. 3
- ✚ **Abbreviations:** LL, TT

Visual Lease – Shell Creation

Add New Record



☐ Show Optional Fields

Lease ID *	Record Type *	Building Use *
		Office
Legal Entity *	Department (Cost Center) *	Owner Type *
		Leased
Rent Type *	Division *	Address *
Gross Lease		
City *	ST/PRV *	Country *
		United States
Rentable Area *	Measure Unit *	Land Unit *
	Square Feet	Acres
Current Commencement *	Expiration *	

Lease ID*	Populate from “Column B” in the List of Leases.
Record Type*	<p>Select dropdown as per Lease Documents.</p> <div> <div>Equipment Expense</div> <div>Equipment Income</div> <div>Owned Asset</div> <div>Real Estate Expense</div> <div>Real Estate Income</div> <div>Real Estate Owned</div> </div>
Building Use*	Select the dropdown as provided on the Non-Lease Data Transmittal Form.
Legal Entity *	Populate from “Column M” in the List of Leases.

Department Cost Center*	Populate from “Column C” in the List of Leases.
Owner Type*	Select dropdown as per Lease Documents <div>Leased</div> <div>Owned</div> <div>Subleased</div>
Rent Type*	Select dropdown as per Lease Documents <div>Gross Lease</div> <div>Modified Gross</div> <div>N/A</div> <div>NNN</div> <ol style="list-style-type: none"> Triple Net: A Lease where the Tenant pays Base Rent plus 100% of all expenses associated with their Leased space. Gross Lease: A Lease where the Tenant pays their Base Rent and no other charges for the Leased space. Modified Gross: A Lease where the Tenant pays Base Rent plus a portion, but not all expenses associated with their Leased space. This may be expenses over a Base Year or Expense Stop, or certain expenses and not others. <p>Note:</p> <ol style="list-style-type: none"> If the Lease states specifically what type it is, use that description and not from the above definitions. If TT pays only Base Rent and Utilities, then it should select as “Gross”, If there’s a utility reconciliation, then Modified Gross. If there’s a Base Year, Modified Gross.
Division*	Select the dropdown as provided on the Non-Lease Data Transmittal Form

	(i.e., SESI (or Specialized Education Services, Inc.), Little Leaves, Catapult Learning, Character Strong
Address*	Per Lease Documents
City*	Per Lease Documents
ST/PRV*	Per Lease Documents
Country*	Per Lease Documents
Rentable Area*	Per Lease Documents. If not available populate “1 SF”.
Measure Unit*	Per Lease Documents
Land Unit*	Per Lease Documents. If not available populate “Acres”.
Commencement*	Current Commencement Date per Lease Documents.
Expiration*	Current Expiration Date per Lease Documents.
Upload files	Upload all the received documents. Note: Document Naming Convention: Lease ID_City_State_DOCUMENT NAME_DATE (i.e., L123_ Richmond_VA _FIRST AMENDMENT_June 3, 2021)

General – Key Information

Key Information
Cancel
Save

Lease ID *
L164-Owings Mills MD-80463

Record Type *
Real Estate Expense

Legal Entity *
0804 Little Leaves Early L T&P

Master ID ⓘ

Building Use *
Therapy Center

Previous ID

Department (Cost Center) *
0804 Little Leaves Early L T&P

Lease Status *
Pending

Region

Product Group

Division *
Little Leaves

Currency *
United States Dollars

Owner Type *
Leased

Rent Type *
NNN

☐ Is Month to Month

☐ 30 Day Calc

Lease ID*	Populate from “Column B” in the List of Leases.
Record Type*	<p>Select dropdown as per Lease Documents.</p> <div> Equipment Expense Equipment Income Owned Asset Real Estate Expense Real Estate Income Real Estate Owned </div>
Building Use*	Select the dropdown as provided on the Non-Lease Data Transmittal Form.
Legal Entity *	Populate from “Column M” in the List of Leases.
Department Cost Center*	Populate from “Column C” in the List of Leases.
Previous ID	Do not populate
Region*	Select the dropdown from “Column K” in the Master Lease List.

Lease Status*	<p>Select dropdown as per Lease Documents</p> <p>Pending: Lease has been executed but Commencement Date isn't known nor occurred.</p> <p>Active: Lease and obligations are currently active and owned assets are legally held by Client.</p> <p>Expired: Lease is expired but obligations are currently active and owned assets are legally held by Client.</p> <p>Archived: Lease has expired and no longer in use or the owned asset has been sold.</p> <p>Active</p> <p>Archived</p> <p>Expired</p> <p>Pending</p> <p>Note: If the Lease Status is marked as 'Pending', please leave it as is.</p>
Product Group	Do not populate
Division*	<p>Select the dropdown as provided on the Non-Lease Data Transmittal Form</p> <p>(i.e., SESI (or Specialized Education Services, Inc.), Little Leaves, Catapult Learning, Character Strong</p>
Currency*	Select the Rent payment currency from the dropdown.
Owner Type*	<p>Select dropdown as per Lease Documents</p> <p>Leased</p> <p>Owned</p> <p>Subleased</p>
Rent Type*	Select dropdown as per Lease Documents

	Gross Lease Modified Gross N/A NNN <ol style="list-style-type: none"> Triple Net: A Lease where the Tenant pays Base Rent plus 100% of all expenses associated with their Leased space. Gross Lease: A Lease where the Tenant pays their Base Rent and no other charges for the Leased space. Modified Gross: A Lease where the Tenant pays Base Rent plus a portion, but not all expenses associated with their Leased space. This may be expenses over a Base Year or Expense Stop, or certain expenses and not others. <p>Note:</p> <ol style="list-style-type: none"> If the Lease states specifically what type it is, use that description and not from the above definitions. If TT pays only Base Rent and Utilities, then it should select as “Gross”, If there’s a utility reconciliation, then Modified Gross. If there’s a Base Year, Modified Gross. 	
	Is Month to Month	Select the checkbox if the Lease is month-to-month or open-ended.
	30 Day Calc	Select the checkbox if the Lease specifies the rent proration type as either 30 days or 360 days.
	Key Info Comments	Do not populate

General – Location

Location

Cancel

Save

Building Name

Latitude

Longitude

Little Leaves - Owings Mills

39.43959

-76.77523

Address*

City*

ST/PRV*

11459 Cronhill Drive

Owings Mills

Maryland

Zip Code

Country*

County

21117

United States

Property Type

Suite

Floor

A-B

Building Type

Not Used

Not in Use

Location Comments

Building Name	<p>Select as per the below</p> <p>SESI locations should be the school name (i.e., Gateway Academy, The Camelot Schools of PA, etc.)</p> <p>Little Leaves locations should be named Little Leaves and the City (i.e., Little Leaves - White Marsh).</p> <p>Catapult Learning locations should be named Catapult Learning and the City (i.e., Catapult Learning - Greensburg).</p> <p>Character Strong locations should be named Character Strong and the city (i.e., Character Strong - Seattle)</p>
Latitude	Auto-populated. Do not change.
Longitude	Auto-populated. Do not change.
Address*	Per Lease Documents
City*	Per Lease Documents
ST/PRV*	Per Lease Documents
Zip Code	Per Lease Documents. Leave blank if not available.
Country*	Per Lease Documents



County	Do not populate
Property Type	Do not populate
Suite	Per Lease Documents
Floor	Per Lease Documents
Building Type	Do not populate
Location Comments	Do not populate

General – Dates	
<div style="display: flex; justify-content: space-between;"> ^ Dates <div> Cancel Save </div> </div> <div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 10px;"> <div>Original Commencement 11/1/2025</div> <div>Occupancy </div> <div>Store Close </div> <div>Current Commencement * 11/1/2025</div> <div>Rent Start 11/1/2025</div> <div>Duration (mos) 84</div> <div>Expiration * 10/31/2032</div> <div>Vacate </div> <div>Dates Comments </div> </div>	
Original Commencement	Per Lease Documents
Occupancy	Do not populate
Store Close	Do not populate
Commencement*	Populate Current Commencement Date per Lease Documents.
Rent Start	Populate Current Rent Start Date per Lease Documents.
Duration (mos)	Calculate the difference between the Commencement and Expiration of the current term and populate it in months. Leave blank for month-to-month and open-ended leases.

Expiration	Populate Current Expiration Date per Lease Documents.
Vacate	Per Lease Documents
Dates Comments	Do not populate

General – Area	
<div> <div> <div>Area</div> <div>+ Change Rentable Area</div> <div>Cancel</div> <div>Save</div> <div></div> </div> <div> <div> <div>Rentable Area *</div> <div>7040</div> </div> <div> <div>Measure Unit</div> <div>Square Feet</div> </div> <div> <div>Pro Rata Percent</div> <div>7.22</div> </div> </div> <div> <div> <div>Usable</div> <div>0</div> </div> <div> <div>Land</div> <div>0</div> </div> <div> <div>Loss Factor</div> <div></div> </div> </div> <div> <div> <div>Building Area</div> <div>55923</div> </div> <div> <div>Land Unit</div> <div>Acres</div> </div> </div> <div> <div>Area Comments</div> <div></div> </div> </div>	
Rentable Area*	Per Lease Documents, record historical and current rentable area. If not available populate “1 SF”.
Measure Unit	Per Lease Documents
Pro Rata Percent	Per Lease Documents
Usable	Do not populate
Land	Per Lease Documents
Loss Factor	Do not populate
Building Area	Per Lease Documents
Land Unit	Per Lease Documents. If not available populate “Acres”.
Area Comments	Do not populate

Contacts

Search for Existing Contact



▼ Advanced Search

Create New Contact

Contact Type ☐ Person ☒ Company

Company Name *

The Government of Denmark

Last Name

Office Phone

Mobile Phone

Alt Number

Fax Number

Email

Street

City

State/Province *

Hovedstaden



Zip Code

Country *

Denmark



Landlord

LL's name and address as per Lease Documents.

Payees

Payees' names and addresses as per Lease Documents.
LL can be copied to Payees.

Notice Parties

Legal notice address for any copy notice addresses aside from LL (i.e., Legal Counsel, Property Management Company, or Managing Agent).

Guarantor

T's Corporate Guarantor, as stated in Lease Documents (as applicable)

Financials

Category * Base Rent Expense (RE)	Payment To * The Government of Denmark	Financial Type * Payable
Start Date * 01/02/2013	End Date 12/31/2024	Amount * 0
Frequency * Monthly	DKK / SM 0	
Comment LL shall offer the Premises to T on a rent free basis. (MOA, Pg. 2, Sec. 1)		
Reset		+ Generate Clause

Abstract all the below Financial entries if available in the Lease.

Base Rent - Minimum rent, if on a MTM basis, and any Lease shorter than one year. The amount, payment frequency, currency and method of increase should be included.

Capitalized Base Rent - Minimum rent, if not on a MTM basis. The amount, payment frequency, currency and method of increase should be included.

Free Rent: Free Rent, if on a MTM basis, and any Lease shorter than one year. (Need to Capture a negative stream).

Free Rent – Capitalized: Free Rent, if not on a MTM basis. (Need to Capture a negative stream).

Prepaid Base Rent: Prepaid Rent, if on a MTM basis, and any Lease shorter than one year.

Prepaid Rent – Capitalized: Prepaid Rent if not on a MTM basis.

Example:

Rental Streams for Free Rent and Prepaid Rent:

Prepaid: \$ 1000 one-time 12/07/2022

Prepaid: (\$1000) Monthly 6/1/2024 to 6/30/2024 (prepaid rent on execution, 12/07/2022)

Base Rent: \$ 1000 Monthly 04/01/2024 to 03/31/2025

Free Rent: (\$ 1000) Monthly 04/01/2024 to 05/31/2024

CPI Increase: If Rent adjusted in CPI, then capture "placeholder" from the CPI Adjustment date.

Sales Tax: If VAT is included in the rent amount, it must be separated from the rent and captured as a separate rent stream.

Note: If only the VAT payment language is stated in the Lease without a VAT percentage (%), a placeholder should be abstracted in the financials-except for FL and AZ locations. For FL and AZ, VAT should be captured as per the provided tax tables.

Option Period Base Rent: Capture the Renewal Rent as per Lease Documents.

Note: If Renewal Rent is conditional or unknown, then flatlined the last known rent for such renewal period.

Parking Expense: Capture the Parking Rent as per Lease Documents.

Other Rent: Other costs in the Lease (e.g. Regus Service Agreements often have one-time installations costs; set up charges; IT services)

RE Tax: Recurring RET estimates and/or quarterly/semi-annual/annual RET Reconciliation as per Lease Documents.

Insurance: Recurring pro-rata share Insurance estimates and/or quarterly/semi-annual/annual Insurance Reconciliation as per Lease Documents.

Management Fee: Included in OpEx

Variable CAM/Operating Expenses: Recurring OpEx estimates and/or quarterly/semi-annual/annual OpEx Reconciliations or may indicate "Fixed CAM" with set percentage increases annually as per Lease Documents.

General Utility: TT to pay for metered electricity, metered gas, and metered water and other utilities as per Lease Documents.

General R&M: Miscellaneous sundry charges which would be dictated by the maintenance conditions in the Lease Documents.

HVAC R&M: HVAC R&M costs as per Lease Documents.

Note:

1. If only the payment language and frequency are stated in the Lease for Additional Rent, then abstract a placeholder.
2. If initial estimates for Additional Rent are available in Lease, then flatline the initial estimated amount till the Expiration Date.
3. Abstract only the Current and Future Rent under the Financials module.

Record Details


☐ Show Optional Fields

Category *	Payment To *	Financial Type *
Capitalized Base Rent Expense	St. John Properties, Inc.	Payable
Start Date *	End Date	Amount *
10/01/2025	09/30/2032	11092.18
Frequency *		USD / SF
Monthly		18.749987
Comment TT shall pay to LL, the Annual Rent in advance, on the 1st day of each and every month. (Lease, Sec. Witnesseth, 1-2)		

Option Period Base Rent	Monthly	Payable	10/01/2032 - 09/30/2037	13,244.65	St. John Properties, Inc.	Renewal Rent shall be adjusted based on the f	
CAM/Operating Expense 656340	Monthly	Payable	10/01/2025 - 09/30/2032	2,277.60	St. John Properties, Inc.	TT shall pay to LL, its Pro-Rata Share of the Ad first day of each month, subject to reconciliati and Sewer Charges, Real Estate Taxes, Operati Estimate of Additional Rent to be USD 2,277.60	
Capitalized Base Rent Expense	Monthly	Payable	10/01/2025 - 09/30/2026 10/01/2026 - 09/30/2027 10/01/2027 - 09/30/2028 10/01/2028 - 09/30/2029 10/01/2029 - 09/30/2030 10/01/2030 - 09/30/2031 10/01/2031 - 09/30/2032	11,092.18 11,424.95 11,767.70 12,120.73 12,484.35 12,858.89 13,244.65	St. John Properties, Inc.	TT shall pay to LL, the Annual Rent in advance, (Lease, Sec. Witnesseth, 1-2)	
Prepaid Rent - Capitalized	Monthly	Payable	10/01/2025 - 10/31/2025	-13,369.78	St. John Properties, Inc.	Prepaid Rent: TT to pay LL, the first monthly in Rent in the amount of USD 13,369.78 is requir submitted for approval by LL. (Lease, Sec. 25)	
Prepaid Rent - Capitalized	Once	Payable	01/30/2025	13,369.78	St. John Properties, Inc.	Prepaid Rent: TT to pay LL, the first monthly in Rent in the amount of USD 13,369.78 is requir submitted for approval by LL. (Lease, Sec. 25)	

Category *	Select from the dropdown list.
Payment to *	Populate the payee contact first; it will be auto-populated afterward.
Financial Type *	Per Lease Documents

Start Date*	Per Lease Documents
End Date	Per Lease Documents
Amount*	Per Lease Documents
Frequency*	Per Lease Documents
Comment	Populate only the important comments that are not covered in the fields above.

Documents	
<div> <div> Document Type * Correspondence </div> <div> Document Date 3/13/2025 </div> </div> <div> Document Title Email dated 03/13/2025 </div> <div> Comments Specifies about the New Leases for L164, L165 and L166. </div> <div> <div> File Type Upload Document </div> <div> Existing File L165_White Marsh_MD_Mail_March 13, 2025.msg This file will be retained unless a new file is uploaded below. </div> <div> <div>Upload File</div> <div>  Drag and Drop File </div> </div> <div> <div>Cancel</div> <div>Save</div> </div> </div>	
Document Type*	Select from the dropdown list.
Document Date	Execution date of the document.
Document Title	Per Documents.
Comments	Brief description of the document. For Lease: Populate the LL and TT name and duration.

	Example: By and between XXX (LL) and YYY (TT), with an area of 5000 SF for the term from 01/01/2025 to 12/31/2027.
File Type	Always use Upload Document

Clauses

Alert Date

Action Date

Text Detail

Internal / non-structural alterations allowed: Yes.

External / structural alterations allowed: Yes, LL's prior written approval is required.

Can LL's consent be reasonably withheld: No, LL's consent shall not be unreasonably withheld.

Minimum amount threshold consent: Minor and Non structural Alterations under USD 10,000/calendar year are allowed without LL's consent

Edit Document Reference

Document *

Lease / Amendment - Triple Net Building Lease Agreement (L165_White Marsh_MD_Lease_January)

Page

13-15

Article

8

PDF Page

13

Comments

Cancel

Save

Clauses	<p>Abstract only the below Clauses & Responsibilities:</p> <p><u>Abstracting</u></p> <p>➤ Abstract Stage / Notes</p>
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	<p><u>Term</u></p> <ul style="list-style-type: none"> ➤ Option List ➤ Holdover ➤ ROFO / ROFR <p><u>Financial Terms</u></p> <ul style="list-style-type: none"> ➤ Tenant Improvement Allowance ➤ Audit Rights ➤ CAM/Operating Expenses ➤ Late Fees ➤ Lease Security ➤ Parking ➤ Real Estate Taxes <p><u>Facilities Maintenance</u></p> <ul style="list-style-type: none"> ➤ Alterations / Remodel ➤ General Maintenance (Landlord) ➤ General Maintenance (Tenant) ➤ Playground ➤ Signage <p><u>Insurance/Licensing</u></p> <ul style="list-style-type: none"> ➤ Insurance (Tenant) <p><u>Rights / LEGAL</u></p> <ul style="list-style-type: none"> ➤ Assignment / Subletting ➤ Default ➤ Estoppel / SNDA ➤ Landlord's Right to Enter ➤ Right to Relocate ➤ Surrender / Restoration <p><u>Maintenance Responsibility</u></p> <ul style="list-style-type: none"> ➤ Door Overhead ➤ Doors Manual ➤ Dumpster Enclosure & Concrete Pad(s) ➤ Electrical Lighting ➤ Electrical Systems Panels ➤ Elevator / Escalator ➤ Exterior Common Area Maintenance ➤ Fence Gates ➤ Fire Alarm Systems
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	<ul style="list-style-type: none"> ➤ Fire Extinguishers ➤ Fire Life Safety PM / Inspections ➤ Flooring Floor Covering ➤ Gutter Repair / Replacement ➤ HVAC Replacement ➤ HVAC PM ➤ HVAC Repair ➤ Interior Common Area Maintenance ➤ Janitorial ➤ Landscaping ➤ Lift Station ➤ Locks ➤ Oil Water Separator ➤ Painting Exterior ➤ Painting Interior ➤ Parking Lots ➤ Pest Control ➤ Plumbing Interior ➤ Plumbing Underground ➤ Roof Repair ➤ Roof Replacement ➤ Security Alarm Systems ➤ Sewer System ➤ Sidewalks Curbing ➤ Signage ➤ Snow Removal ➤ Structural Walls Repairs / Foundations ➤ Trash / Waste / Recycling ➤ Underground Water / Sewer Lines ➤ Utility Connections ➤ Walls ➤ Windows Glass
Abstract Stage / Notes	Notes and/or missing information or discrepancies will go in comments section
Option List	See Option module
Holdover	State if Holdover is permitted: Yes / No / Lease is Silent State Holdover Amount: This is typically a percentage of rent (i.e., 150% of monthly Base Rent) or "Lease is Silent"

	State if the Lease becomes a month-to-month agreement, another Lease Term definition, or "Lease is Silent".
ROFO / ROFR	Tenant options related to Rights of First Offer or Refusal, options to purchase the building or to terminate the Lease on sale of the building are usually triggered by the action of a third party rather than having a specified date for exercise. All such options should be captured in this condition
Tenant Improvement Allowance	<p>TT may negotiate to have LL contribute to the cost of transforming the space. If there is a deadline on when the allowance can be used and/or requested this should be included in the events section to ensure the dates are actively tracked.</p> <p>Capture the Status (Open / Closed / Pending), Date (when TIA starts), and the Amount.</p> <p>Abstract Lease provision(s) regarding the definition of the TIA.</p> <p>These need to be abstracted whether the TIA takes place before or after taking possession of space.</p>
Audit Rights	<p>Lease grants right to audit: Yes / No / Lease is Silent and define the amount of days/months/years, T has to audit the reconciliation.</p> <p>Failure to bill provision: Yes / No / Lease is Silent, and define (i.e., if LL doesn't bill by certain time, the T is released from obligation).</p> <p>Reconciliation Due: Yes / No / Lease is Silent and define the amount of days T has to pay the reconciliation (i.e., 30 days, or upon next installment of rent).</p>
CAM/Operating Expenses	Amounts paid to maintain the property. Common operating expenses include maintenance, management, real estate taxes, hazard and liability insurance, utilities and supplies. Indicate TT's pro-rata share, the calculation method, base year, caps, gross-up provisions and any special provisions stated in the Lease.

	<p>Does T pay for OpEx: Yes / No / Lease is Silent</p> <p>Pro-Rata Share: percentage amount</p> <p>Is a CAP applicable: Yes / No / Lease is Silent and define like the CAP (i.e., 5% non-cumulative CAP, excludes RET, INS, utilities, and snow removal).</p> <p>Is there a Base Year/Expense Stop: Yes / No / Lease is Silent and define the BY (ie., BY 2022 or \$3.26PSF)</p> <p>Is there a gross up: Yes / No / Lease is Silent, and define GU information (i.e., 80%, 95%, etc.)</p>
Late Fees	<p>Late fees can be in terms of a percentage of the past due amount or a flat dollar amount charged after a certain date or grace period. Some Leases allow for both.</p>
Lease Security	<p>Where TT provides a Security Deposit. The Lease may contain provisions related to the increase, reduction or return of the deposit during the Lease Term. If so, an event shall be created tracking the critical date.</p> <p>Capture the Date (when Security Deposit was provided), Type (Security Deposit or Letter of Credit), and the Amount. Abstract Lease provision(s) regarding definition of the Security Deposit.</p>
Parking	<p>Number of parking spaces that are reserved for TT's exclusive use.</p> <p>Number of parking spaces allotted to TT, if shared with other building occupants on an unreserved basis.</p>
Real Estate Taxes	<p>Except for VAT/GST/Sales Tax/Service Tax, provide information on all Real Estate and other Taxes that TT is obligated to pay.</p> <p>Indicate TT's pro-rata share of the real estate taxes, the base year (if applicable), calculation method, billing frequency, and if T pays taxing authority directly.</p> <p>Does T pay for RET: Yes / No / Lease is Silent</p> <p>Pro-Rata Share: percentage amount</p> <p>Is a CAP applicable: Yes / No / Lease is Silent and define like the CAP</p>

	<p>Is there a Base Year/Expense Stop: Yes / No / Lease is Silent and define the BY (ie., BY 2022 or \$3.26PSF)</p> <p>Is there a gross up: Yes / No / Lease is Silent, and define GU information (i.e., 80%, 95%, etc.)</p>
Alterations / Remodel	<p>Physical changes to the premises/building or plans for a building. Indicate if LL's consent is required and if it can or cannot be unreasonably withheld, and if Alterations are the LL's property.</p> <p>Internal / non-structural alterations allowed: Yes / No / Lease is Silent and if LL's consent is needed.</p> <p>External / non-structural alterations allowed: Yes / No / Lease is Silent and if LL's consent is needed.</p> <p>Can LL's consent be reasonably withheld: Yes / No / Lease is Silent</p> <p>Minimum amount threshold consent: Dollar amount</p>
General Maintenance (Landlord)	General items to be maintained by LL
General Maintenance (Tenant)	General items to be maintained by T, including maintenance contracts T must carry, notifications to LL
Playground	Playground Maintenance as per Lease Documents.
Signage	Does Tenant have right to install signs? Is LL consent required? Who pays for signs? Who is required to install, maintain, replace, and remove them?
Insurance (Tenant)	<p>T obligation to insure Leased Premises: Yes / No / Lease is Silent</p> <p>T to provide evidence of INS to LL: Yes / No / Lease is Silent</p> <p>Primary INS required: Yes / No / Lease is Silent</p> <p>Primary INS amount: Dollar amount</p> <p>Additional INS: Type of INS and dollar amount.</p> <p>Can T self-insure: Yes / No / Lease is Silent</p> <p>Waiver of Subrogation: Yes / No / Lease is Silent</p>
Assignment/Subletting	Assignment is the transfer of rights to use leased property and the written transfer of all title, right, and interest that

	<p>a Lessee possesses. The assignor usually remains liable unless released by LL.</p> <p>Subletting is leasing from a Lessee to another Lessee. The Sublease may be for all or part of the Premises. The Lessee remains directly liable to the Lessor for rent.</p> <p>TT's should understand if they have the right to Sublease or Assign obligations and if so, what is required to do so.</p> <p>T has right to sublet: Yes / No / Lease is silent LL approval required for sublet: Yes / No / Lease is silent T has right to assign: Yes / No / Lease is silent LL approval required for assignment: Yes / No / Lease is silent Does LL have right of Recapture: Yes / No / Lease is silent, and if they do, notes on right.</p>
Estoppel	<p>Can LL Required an Estoppel or SDNA: Yes / No / Lease is Silent</p> <p>Amount of days Tenant has or "Lease is Silent"</p> <p>Can LL sign on T's behalf: Yes / No / Lease is Silent</p>
Right to Relocate	<p>LL right to relocate TT with or without TT's approval; capture conditions on the relocation space (i.e., similar in size, same use, etc.).</p>
Surrender/Restoration	<p>The terms under which TT must leave the Leased Premises upon expiration or early termination of the Lease. TT may need to physically repair Premises to return it to its original condition, so it is important to understand these requirements to ensure penalties are not incurred.</p> <p>Does T have to reinstate Premises at Lease End: Yes / No / Lease is Silent</p> <p>Can LL require removal of improvements: Yes / No / Lease is Silent</p> <p>Notice Period: Timeframe to provide notice or Lease is Silent.</p>
Maintenance Responsibilities	<p>Capture only the responsible person along with the document reference as per Lease Documents.</p>

Description	
Alert Date	Do not populate
Action Date	Do not populate
Text Detail	Description of the clause
Document references	
Document*	Select the document
Page	Document page number
Article	Section reference
PDF Page	PDF page number
Comments	Do not populate

Options

Option Name *

Renewal

Option Type *

Renewal

Option Status *

Available

Exercise Window Start

4/3/2032

Date Exercised

☐ Likely to Be Exercised

Comments

1, 5 years renewal option, provided TT gives LL a written notice at least 180 days, prior to the expiration date. Renewal Rent shall be Fair Market Rental. (Lease, Sec. 43)

Cancel

Save

If exercised, update Key Lease Fields to:

Commencement _____

10/1/2032



Rentable Area _____

0

Expiration _____

9/30/2037



Rentable Area Effective Date _____



Option Name*	Same as Option Type
Option Type*	Abstract the below options: Cancellation, Purchase, Renewal, ROFR, ROFO, Expansion, Downsize and Relocation (TT's options)
Option Status*	Always use 'Available' Note: If Exercise Window End date is expired, then capture the Option status as "Expired".
Exercise Window Start	Populate Notice Start Date. Do not populate for ongoing options.
Exercise Window End	Populate Notice End Date. Do not populate for ongoing options.
Date Exercised	Do not populate
Commencement	Populate the Option Commencement Date. Do not populate for ongoing options.
Expiration	Populate the Option Expiration Date. Do not populate for ongoing options.
Rentable Area	Populate the Premises Area. Do not populate for ongoing options.
Rentable Area Effective Date	Populate the Effective Date of the Rentable Area

Document References

Add multiple document references for multiple options.

Alerts

Alert Type *

Clause Critical Dates



Alert Enabled

Message Body

1, 5 years renewal option, provided TT gives LL a written notice at least 180 days, prior to the expiration date. Renewal Rent shall be Fair Market Rental. (Lease, Sec. 43)



Clause Category

TERM, USE & OCCUPANCY - Option List



Recipients (2)

Search



Sticha, Alena



Krutoy, Jennifer



☒ Custom ☐ Days Before Critical Date

Select Start Date



Does Not Repeat



Add Date

Dates (1)

11/04/2031



Alert Type*	Select from the dropdown list as “Clause Critical Dates”.
Message Body	Capture the Options Comments.
Clause Category	Select from the dropdown list as “Term, Use & Occupancy – Option List”.
Recipients	Add the Recipients as “Alena Sticha” & “Jennifer Krutoy”
Custom	Select Custom as always.
Select Start date	Capture the Alert Date as 6 months prior to the Action or Notice End Date. Then, select “Add Date”.