**LEASE ABSTRACT**

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| ***Expense Lease Details*** | | | |
| **\*=Mandatory** | | | |
| Market (\*\*City Name) | Choose an item. | File Id |  |
| Brand (\*\*d/b/a) | Choose an item. | Status\* | Choose an item. |
| Name (SC Name) |  | Type\* | Choose an item. |
| Address |  | Subtype\* | Choose an item. |
| Suite |  | Primary Size |  |
| City |  | Primary Units\* | Choose an item. |
| State |  | Alt Size | Choose an item. |
| Postal Code |  | Alt Units\* | Choose an item. |
| Country |  | Currency Type\* | Choose an item. |

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| ***Key Dates*** | | | | |
|  |  |  |  |  |
| Type\* | Date\* | Effective Start | Effective End | *Comments* |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |
| Choose an item. |  |  |  |  |

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| ***Contact Details*** | | | |
|  |  |  |  |
| Link Type\* | Choose an item. | Choose an item. | Choose an item. |
| Company Name 1 |  |  |  |
| Company Name 2 |  |  |  |
| First Name |  |  |  |
| Last Name |  |  |  |
| Job Title |  |  |  |
| ***Address*** | ***Address*** | ***Address*** | ***Address*** |
| Address1 |  |  |  |
| Address2 |  |  |  |
| City |  |  |  |
| State |  |  |  |
| Postal Code |  |  |  |
| Country |  |  |  |
| ***Phone/Email*** | ***Phone/Email*** | ***Phone/Email*** | ***Phone/Email*** |
| *Work Phone* |  |  |  |
| *Home Phone* |  |  |  |
| *Other Phone* |  |  |  |
| *Fax* |  |  |  |
| *Email* |  |  |  |
| *Website* |  |  |  |
| *Comment* |  |  |  |

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| ***Log*** | | |
|  | | |
| *Log Date* | *Type* | *Comment* |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

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| ***Documents*** | | | | | |
|  |  |  | |  | |
| Documents Name | Documents Type | Original Document Name | Documents Date | Is Representative Image | Comment |
|  | Choose an item. |  |  | Choose an item. |  |
|  | Choose an item. |  |  | Choose an item. |  |
|  | Choose an item. |  |  | Choose an item. |  |

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| ***Expense*** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| *Expense Type\** | | | Choose an item. | | | | *Period Start\** | | | |  | |
| *Frequency\** | | | Choose an item. | | | | *First Payment\** | | | |  | |
| *Proration Method\** | | | Choose an item. | | | |  | | | |  | |
|  | | | | | | | | | | | | |
| Sr.No | % Change | | | Amount (USD)\* | | Expense Start\*  mm/dd/yyyy | | | | Expense End\*  mm/dd/yyyy | | Size (SF) |
| 1 |  | | |  | |  | | | |  | |  |
| 2 |  | | |  | |  | | | |  | |  |
| 3 |  | | |  | |  | | | |  | |  |
| 4 |  | | |  | |  | | | |  | |  |
| 5 |  | | |  | |  | | | |  | |  |
|  | | | | | | | | | | | | |
| Index Name | | | | | Base | | | | Min | | | Max |
|  | | | | |  | | | |  | | |  |
|  | | | | | | | | | | | | |
| *Comment* | | | | |  | | | | | | | |
| Make Payments: | |  | | | Payment Contact: | | |  | | | | |
| Payment Memo: | | |  | | | | |
| Payment Handling: | | |  | | | | |
| Internal ID: | | |  | | | | |
| On Hold | |  | | | Default Account: | | |  | | | | |
| Use Default Allocations: | |  | | |

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| ***Expense*** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| *Expense Type\** | | | Choose an item. | | | | *Period Start\** | | | |  | |
| *Frequency\** | | | Choose an item. | | | | *First Payment\** | | | |  | |
| *Proration Method\** | | | Choose an item. | | | |  | | | |  | |
|  | | | | | | | | | | | | |
| Sr.No | % Change | | | Amount (USD)\* | | Expense Start\*  mm/dd/yyyy | | | | Expense End\*  mm/dd/yyyy | | Size (SF) |
| 1 |  | | |  | |  | | | |  | |  |
| 2 |  | | |  | |  | | | |  | |  |
| 3 |  | | |  | |  | | | |  | |  |
| 4 |  | | |  | |  | | | |  | |  |
| 5 |  | | |  | |  | | | |  | |  |
|  | | | | | | | | | | | | |
| Index Name | | | | | Base | | | | Min | | | Max |
|  | | | | |  | | | |  | | |  |
|  | | | | | | | | | | | | |
| *Comment* | | | | |  | | | | | | | |
| Make Payments: | |  | | | Payment Contact: | | |  | | | | |
| Payment Memo: | | |  | | | | |
| Payment Handling: | | |  | | | | |
| Internal ID: | | |  | | | | |
| On Hold | |  | | | Default Account: | | |  | | | | |
| Use Default Allocations: | |  | | |

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| ***Expense Items*** | | |
|  |  |  |
| Expense Item\* | Responsibility\* | Comment |
| CAM | Choose an item. |  |
| Electricity | Choose an item. |  |
| Electical Maintenance | Choose an item. |  |
| Elevators | Choose an item. |  |
| Exterior Walls | Choose an item. |  |
| Fire Sprinkler system | Choose an item. |  |
| Fire/Lift Safety | Choose an item. |  |
| Foundation | Choose an item. |  |
| Glass | Choose an item. |  |
| HVAC Maintenance | Choose an item. |  |
| Janitorial | Choose an item. |  |
| Landscaping | Choose an item. |  |
| Lighting | Choose an item. |  |
| Parking Lot | Choose an item. |  |
| Pest Control | Choose an item. |  |
| Plumbing Systems | Choose an item. |  |
| Premises | Choose an item. |  |
| Roof | Choose an item. |  |
| Snow Removal | Choose an item. |  |
| Structural | Choose an item. |  |
| Trash | Choose an item. |  |
| Utilities | Choose an item. |  |
| Windows | Choose an item. |  |
| Water/Sewer | Choose an item. |  |

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| **Options** | | | | |
|  |  |  | |  |
| Option Type\* | Choose an item. | Option Category | | Choose an item. |
|  |  |  | |  |
| Comment |  | | | |
|  | | | | |
| Date Type\* | Choose an item. | | Effective Start |  |
| Date\* |  | | Effective End |  |
| Alert Date |  | | Completed |  |
|  | | | | |
| Comment |  | | | |
|  | | | | |
| Date Type \* | Choose an item. | | Effective Start | mm/dd/yyyy |
| Date\* | mm/dd/yyyy | | Effective End | mm/dd/yyyy |
| Alert Date | mm/dd/yyyy | | Completed | mm/dd/yyyy |
|  | | | | |
| Comment |  | | | |

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| Option Type\* | Choose an item. | Option Category | | Choose an item. |
|  |  |  | |  |
| Comment |  | | | |
|  | | | | |
| Date Type\* | Choose an item. | | Effective Start |  |
| Date\* |  | | Effective End |  |
| Alert Date |  | | Completed |  |
|  | | | | |
| Comment |  | | | |
|  | | | | |
| Date Type \* | Choose an item. | | Effective Start | mm/dd/yyyy |
| Date\* | mm/dd/yyyy | | Effective End | mm/dd/yyyy |
| Alert Date | mm/dd/yyyy | | Completed | mm/dd/yyyy |
|  | | | | |
| Comment |  | | | |

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| Option Type\* | Choose an item. | Option Category | | Choose an item. |
|  |  |  | |  |
| Comment |  | | | |
|  | | | | |
| Date Type\* | Choose an item. | | Effective Start |  |
| Date\* |  | | Effective End |  |
| Alert Date |  | | Completed |  |
|  | | | | |
| Comment |  | | | |
|  | | | | |
| Date Type \* | Choose an item. | | Effective Start | mm/dd/yyyy |
| Date\* | mm/dd/yyyy | | Effective End | mm/dd/yyyy |
| Alert Date | mm/dd/yyyy | | Completed | mm/dd/yyyy |
|  | | | | |
| Comment |  | | | |

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| **Clauses** | | | | | | | | |
|  | | | | | | | | |
| Clauses Type | | | Comments | | | | | |
| Audit Rights | | |  | | | | | |
| Assignment/Subletting | | |  | | | | | |
| Alterations | | |  | | | | | |
| Casualty | | |  | | | | | |
| Condemnation | | |  | | | | | |
| Co Tenancy | | |  | | | | | |
| CPI | | |  | | | | | |
| Entry By Landlord | | |  | | | | | |
| Estoppel/SNDA | | |  | | | | | |
| Default | | |  | | | | | |
| Demolition | | |  | | | | | |
| Exclusive Use | | |  | | | | | |
| Financial Statement | | |  | | | | | |
| Free Rent | | |  | | | | | |
| Generator | | |  | | | | | |
| Go Dark | | |  | | | | | |
| Sales Report | | |  | | | | | |
| Guarantors | | |  | | | | | |
| Hazardous Materials | | |  | | | | | |
| Holdover | | |  | | | | | |
| Hours Of Operations | | |  | | | | | |
| HVAC | | |  | | | | | |
| Insurance-Landlord | | |  | | | | | |
| Insurance-Tenant | | |  | | | | | |
| Late Charges | | |  | | | | | |
| SNDA | | |  | | | | | |
| Notices | | |  | | | | | |
| Operating Expenses/CAM | | |  | | | | | |
| Parking | | |  | | | | | |
| Permitted Use | | |  | | | | | |
| Radius Restriction | | |  | | | | | |
| Real Estate Taxes | | |  | | | | | |
| LL Relocation Rights | | |  | | | | | |
| Rent Review | | |  | | | | | |
| Satelite | | |  | | | | | |
| Signage | | |  | | | | | |
| Storage | | |  | | | | | |
| Surrender of Premises | | |  | | | | | |
| Telecom Equipment | | |  | | | | | |
| Tenant Improvement | | |  | | | | | |
|  | | |  | | | | | |
|  | | |  | | | | | |
| **Security Deposit** | | | | | | | | |
|  | | | | | | | | |
| Deposit Type\* | Choose an item. | | | | Deposit Offset | | Choose an item. | |
| Deposit Amount (USD) | |  | | Return Amount (USD) | | | |  |
| Due Date | |  | | Return Date | | | |  |
| Review Date | |  | |  | | | |  |
| Type\* | Choose an item. | | | | | Effective Start |  | |
| Key Date\* |  | | | | | Effective End |  | |
| Alert Date |  | | | | | Completed |  | |
|  | | | | | | | | |
| Comment |  | | | | | | | |