

Site IQ Operations Manual

Table of Contents

<u>Section</u>	<u>Topic</u>	<u>Page</u>
I.	Introduction	1
II.	Overview	1
III.	Log In	4
	Control Panel	4
	Main Menu	5
IV.	Sites	6
	Site Name	6
	Real Estate Leased (REL)	6
	Client Income Toggle	7
	Lease Clauses	8
	Real Estate Owned (REO)	8
	Payment Profiles	8
	Unit/Spaces	9
	Evaluation Sites	10
V.	Financial Information	10
	Scheduling Payments	10
	Rent and Expenses	11
	Credits	14
	Revenue Sharing (% Rent)	14
	Deposits	17
	A/R and A/P Reports	17
VI.	Critical Dates	19
VII.	Contacts Links	20
VIII.	Images	21
IX.	Digital Documents	21

I. Introduction

Welcome to SiteLink International's Site IQ Operations Manual. This manual will introduce the Site IQ Specialist to the structure of the Site IQ database as well as its functionality, use, and operation. Site IQ is a relational database which allows for optimal performance, organization, and retrieval of data.

Site IQ is designed to handle the six critical areas of portfolio administration:

- Site Information – Geo-physical, Size and Construction, Infrastructure
- Documents – Leased or owned, Abstracts and Digital Document System
- Critical Dates – Critical Dates, Action Dates, and Planning Dates
- Financial – Payables, Receivables, and Budgeting

Contacts – Related Contact management system and Communications log
Transaction Management – Renewals, Rollouts, and Activity log

In addition, Site IQ handles:

Business Units Allocations – Including historical performance metrics by site
Equipment Inventory – Equipment, Maintenance, and Activity Log
Units/Spaces -- Super-demised space by use type and/or business unit
Marketing Management – Site disposition and Activity log

Site IQ is also a Digital Document Manager and Site Images Library.

II. Overview

Site IQ is designed to take advantage of the full relational capabilities of a relational database. Site IQ is designed to track information for multiple client companies, multiple currencies, and profound portfolios of highly-specialized facilities.

As a relational database, it is extremely important to enter data accurately and in some cases, in the proper sequence. Site IQ is designed to guide you through this process. Cascading joins for edits and deletes and enforced referential integrity are present throughout the database, making updates simple and fast.

Sequence is important when entering information into the database. Information regarding the client companies must be done first. This is done by the Site IQ Administrator. Then information regarding sites is entered. Sites are defined as properties or buildings that may be leased or owned by the Client Companies. Information entered for each site includes the Site Name, which is a unique and descriptive identifier for each site, and then more in-depth information, Site Attributes, including geo-physical information, infrastructure, size and construction. Also demographics, if that information is important for the portfolio.

Once the Site information has been entered, information regarding the leasehold or fee-simple ownership is entered. Lease information includes lease clause information for abstracts, and equipment and operating rights if this is a highly-specialized facility.

Ownership information includes title, how the title is held, as well as some purchase information. The Site IQ Specialist enters Ownership information only if the property is Real Estate Owned (REO) by the Client Company. If the Client Company is a tenant, pertinent landlord information is entered in the Contacts Section and Payment Profile Section

An important part of the Leased or Owned information is the Payment Profile information. Payment Profile information is a concept unique to Site IQ. Payment Profile information establishes the criteria, currency, and Payee information for each

profile associated with the particular payment streams resulting from the Site and related Unit/Spaces obligations. Payment Profiles are established for every entity that will be either receiving payments from the client company or making payments to the client company.

Once the Site information has been entered and the information regarding the lease or ownership, then you may enter information regarding the Unit/Spaces, the actual space being controlled by the client company.

Site IQ is uniquely designed to accommodate multiple Unit/Spaces within a Site, multiple leases and ownerships and different Business Unit allocations as well as different Use Types for each suite.

Unit/Space is defined as the smallest area the client company wishes to track rent information. For example, let's say you lease Suite 100, which includes some storage space and some office space, and the rent is \$100 per month, \$70/mo for the office and \$30/mo for the storage. If all you wanted was to track the \$100 per month, then this would be one Unit/Space. You could also apply Business Unit Allocations to this one Unit/Space.

If on the other hand, you wanted to track the \$70/mo for the Use Type "Office" and the \$30/mo for the Use Type "Storage"; you would then create two Unit/Spaces. You could then also apply Business Unit Allocations to each of these Unit/Spaces.

Once the Unit/Spaces have been set up, and this includes the square area of the unit, as well as size, construction, infrastructure, and size; the user may then allocate a percentage of the area and occupancy costs to the internal Business Units.

Once this has been accomplished, the Site IQ Specialist may then enter the financial information to track payment streams of any kind, whether they are receivables or payable, and generate A/R Invoice reports, A/P Voucher reports, and Budget reports.

Equipment can be tracked and associated with a Site and Unit/Space as well as a maintenance log of activity maintained.

Business Unit performance relative to the portfolio can be tracked.

Critical Date information can be tracked and alert the Specialist to mission critical dates upcoming relating to Sites, Unit/Spaces and Equipment. Site IQ alerts the Specialist three times to each Critical Date by calculating a Planning Date, Action Date, and the actual Critical Date.

There is a digital document management system and a digital image management system.

There is also a contacts management system. Contacts may be linked to Sites, Suites, and Equipment. In addition there is a contact log for each contact to keep track of activity and conversations.

There is a Transaction Management module wherein the Specialist can plan and track current transactions. Included in this is an activity log and delta tracking to establish benchmarks for performance.

There is a Marketing Management module wherein the Specialist can plan and track current marketing projects. Included in this is an activity log and delta tracking to establish benchmarks for performance.

Generally navigation throughout Site IQ is Command Button, Navigation String, or Menu/List driven. Point and click to open to the appropriate page. Saving records and closing is done by clicking the close button at the top right of the open page. Be careful not to close the very top button as this will close Site IQ. Every page is also equipped with “Save Record” and “Clear Edits” command buttons. The “Save Record” command button saves the record you are currently working on but does not close the form. The “Clear Edits” command button clears are edits you made to the record since it was last saved. In many cases, if you select to enter a new record in a form and then decide to close it without entering the information required, Site IQ has already entered information behind the scenes and you will need to click the “Clear Edit” command button before you close the form or a series of error messages will appear. Regardless, the black record will not be saved.

III. Log In

Upon first entering Site IQ, you will see a Log In page. Enter the User Name and Password assigned to you by the Site IQ Administrator. If you will be responsible for more than one Client Company, the Site IQ Administrator will need to provide you a separate User Name and Password for each Client Company. You will log in with the appropriate User Name and Password for the Client Company on whose portfolio you will be working.

Enter your User Name and Password and press the command button “Submit”.

Control Panel

Entering your valid User Name and Password will open for you the Control Panel. The Control Panel has a message prepared by the Administrator specifically for the Site IQ Specialist working on this Client Company.

CRITICAL DATES

Also, three types of Critical Dates for this Company are shown in chronological order (the oldest date shown first).

Planning Dates
Action Dates
Critical Dates

Critical Dates are those dates where time is of the essence. This is the absolute final date for tasks to be completed.

Action Dates are the dates where action should commence in order to meet the Critical Date.

Planning Dates are the dates where those responsible for the tasks are alerted that the tasks are up-coming and that decisions should begin to be thought through.

METRICS PANEL

The Metrics Panel contains measured information about the portfolio. Until such time as data is entered into Site IQ, the Metrics Panel as well as the Dates Panels will be empty. Also, if you are logged in as an Administrator, the Metrics Panel will be blank.

NAVIGATION BANNER

Review the Banner located at the top of the page. You will notice there are nine navigation shortcuts, each taking you to a different page in Site IQ. They are Main Menu, REL (Real Estate Leased), REO (Real Estate Owned), Dates (Critical Dates), Reports, Equipment, Contacts, Help, and SiteIQ.Info. SiteIQ.Info is a team collaboration web site available for Site IQ users. This site must first be set up and subscribed to by the Site IQ Administrator.

This Banner appears on most of the main pages of the Site IQ database. Become familiar with it.

Simply left-click the navigation text string to be directed to the new page.

Bring your attention to the three command button at the top left of the page, they are: Main Menu, Log In, and Exit. The “Main Menu” command button will direct your navigation to the Main Menu for end-users. The “Log In” command button will redirect you to the Log In page if you need to log in with a different User Name and Password. The “Exit” command button quits the Site IQ program.

To refresh the information on the Control Panel to update its information as to edits made since login, the Specialist must close the Control Panel and re-enter through the Log In page.

Main Menu

Select the “Main Menu” command button or the “Main Menu” navigation string on any banner. This directs you to the Main Menu.

Notice the Banner at the top of the Main Menu. This is identical to the Banner on the Control Panel page. You may use this Banner to navigate to different areas in the database at any time.

There are twelve subsections in the Main Menu, each with a list of navigations strings which will take you to different areas within Site IQ to perform different tasks. Simply left-click the desired navigation string to be directed to the new location.

IV. Sites

There is a proper sequence for entering new data into Site IQ once the Administrator has set up the Client Companies. To set up information about a new site, select the navigation string “Site – New Entry” from the New Sites subsection in the Main Menu and you will be directed to a Site Information data entry page.

Site Name

All information contained in the database is tied to the Site Name. The Site Name is the user interface value that instructs the database engine on which information pertains to each site. The Site Name is a unique name for each site, for each record. We strongly recommend using a naming convention consistent throughout the database.

A Site Name development protocol should be established by the Administrator. The protocol should be such that it is unique and descriptive of the location of the site. Site IQ strongly recommends that you use a protocol which is an aggregation of the City, Street Name, and Address Number (“City” “Street” “Number”). For instance, a site located at 127 Park Avenue in New York City, NY, would develop to a Site Name of “New York Park 127”. A Site located at 7887 E. Belleview Ave., in Denver, Colorado, would have a Site Name of “Denver Belleview 7887”.

It is critically important that the Site Names are consistent in their construction, unique, and descriptive. Many lists in Site IQ are sorted and displayed using Site Names as a governing variable and the Specialist will need to know exactly which site is being referenced.

The Common Name is the name of the building used by the landlord for marketing purposes.

The fully set up the Site Information, you need to enter 1) either lease or ownership information, 2) Site Attributes, and 3) Demographics. These can be entered sequentially or at random.

To delete a Site record, enter the Site Information and from the Edit pull down menu at the top of the page select Delete Record. Understand that deleting a Site will also delete any associated record of that site, Unit/Space, Site Attributes, Leases, etc.

Real Estate Leased (REL)

Left-click the “Leased Units” navigation string in the Set Up Site Information form in the Navigation area of the page. This will open the Site Grid for Lease Setup. If there are no leases entered currently for this particular Site, the Site Grid will be empty. Click the Add New Lease command button at the bottom of the open window. This will open the Real Estate Leased lease information page. Enter the leasehold information required. The required fields on this page are the Lessor, Lessee, and Status.

Lessor is the Landlord, Developer, or Sublessor. Lessee is the name of the tenant or subtenant obligated under the lease.

The Status field provides you the option of entering “Current Lease” which is the default option, “Terminated Lease” or “MTM” (month-to-month lease). This page will also be used to edit this information if the lease is terminated or moved to month-to-month status.

Document Type, in this instance, would be “Lease” or “Sublease” or any other appropriate terminology.

The Components field are meant to include in the items in the lease document that are currently being abstracted, such as “Lease”, “Amendment I”, “Exhibit A”, “Exhibit B”. Leases are dynamic; they frequently change and evolve. This field indicates to the Specialist what components to the lease have been mined for data and the Site IQ Abstracts reflect the information contained within them.

CLIENT INCOME TOGGLE

Client Income toggle at the bottom of the page is very important. If this lease represents income for your Client Company, for instance a sublease in which rent payments represent income to your Client Company, or if your Client Company owns the property and this lease represents a tenancy in which rent payments represent income to your Client Company; then this toggle must be activated. If this lease represents an obligation and expense for your Client Company, do not activate the toggle. Leave it blank. This important information tells Site IQ whether the payment streams entered into the program and associated with this lease and are payables or receivables. **If the payments associated with this lease are receivables and this toggle is not activated, this is incorrect and all items will be treated as expense items, not income. If the payments**

of this lease are considered income by the Client Company, this toggle must be activated.

In order for proper and complete data entry for leased sites, you must complete 1) Lease Clauses, 2) Payment Profiles, and 3) Units/Spaces. Subsequent reports and forms and data entry are wholly dependant on completing Units/Spaces and Payment Profiles. There must be at least one Payment Profile and at least one Unit/Space set up for every leased or owned property in order to complete data entry. Lease Clauses can be entered at your discretion; however, the Lease Abstract Report is dependant upon completion of this task.

Lease Clauses

Left-click the “Lease Clauses” navigation string. This will open the Lease Clauses information page. Enter the information as required. More in-depth information for highly-specialized facilities may be entered in the Equipment and Operating Rights form which you may access by clicking the “E and O Rights” navigation string. If there are lease clauses to be entered which are not listed in the predetermined Document Clause list, these may be entered by clicking the “Custom Clauses” navigation string. An unlimited number of Custom Clauses may be entered.

In the Lease Clauses page, enter the Section or Page (or both) of the lease where the clause abstract is being entered. Then enter the abstract of the clause in the comments field. Our experience shows that it is useful that if a document does not reference a particular clause listed, entering a “NR” (for “Not Referenced”) in the Section/Page field will help show that the clause does not exist, not merely overlooked.

Real Estate Owned (REO)

The REO information in Site IQ is intended for information about real estate owned by the Client Company, not information relating to the landlord of property leased by the Client Company. The Real Estate Owned setup page (accessed from the Site Information page or the Main Menu) differs from the Real Estate Leased (REL) setup page in that instead of entering Lessor and Lessee information, you enter how title is held (“Title Held By”), purchase information (including currency type and exchange rate at the time, seller information, market value information and sale information when the time comes. Market Value is to be entered periodically as the market value of the property changes.

Just as in the Real Estate Leased setup window, Real Estate Owned setup window will navigate you to the Payment Profiles section and Units/Owned section of the database. Both these component are required to be entered for accurate data entry and reporting.

Until such time as REO and REL are completely set up, including Payment Profiles and Units/Spaces are completely set up, the REL or REO will not appear on the REL or REO lists and must be accessed through the Site List on the Main Menu.

Payment Profiles

Payment Profiles establish to whom and where payment are to be made and in what currency.

Under Setup Lease Info, select the “Payment Profiles” navigation string to set up a Payment Profile for lease (or owned property as the case may be). This will take you to the Lease Grid for Payment Profile Setup. This window will show the lease as well as any Payment Profiles currently set up for the lease. You may edit any existing Payment Profiles by clicking on the “Edit” command button, or to set up a new profile, click “Add New”. This will open the Payment Profile form.

You must set up the Pay Entity’s name, address and currency type. The form also allows you to set up bank information in the event of wire transfer payments.

You should also enter into the Comments section what anecdotal information about what payment types this profile will be used for; such as “Real Estate Taxes only”, “All Payments”, or “Trash Removal”. This will help you later on when selecting the proper Payment Profile when scheduling payment streams.

A different Payment Profile must be entered for every entity to which payments will be made, or if payments will be made to the same Payee but with different currencies. Conversely if this is an income generating lease for the Client Company, then the Payment Profile will be set up to establish who will be making the payments and with what currency for invoicing purposes.

The Fixed Exchange information establishes, if any, a contractual or legislated exchange rate, and will be made available when you set up A/P or A/R reports.

Units/Spaces

Select the navigation string “Units/Spaces to open the Units/Spaces Information form. At least one Unit/Space must be set up for each Site to be fully engaged in Site IQ. However, any number of Unit/Spaces may be set up for each Site.

Unit/Space is very important information. The Unit/Space is the actual space controlled by the Client Company and may be demised to the smallest unit which the Client Company wishes to track Use Type, Business Unit Allocation, and Rent and Expense information.

Just as Sites may have more than one lease associated to them, Leases (or owned properties) may have more than one Unit/Space associated to them. A Space is defined as that area of a suite which the end user wished to allocate rent. So there could be several spaces within one suite further defined by Use Type. Business Unit allocation does not define a Space, but rather Business Unit allocation is done within a Space.

To enter a Unit/Space, click the “Unit/Spaces” navigation string. The Real Estate Leased list will open. Click the “Add Unit/Space” command button. The Unit/Space Information form will appear. The Site Name and title or leasehold information will appear automatically.

Use Type. The first active field is Use Type and is a required field. This helps define the Unit/Space and the pull down menu is populated from a list specific to the Client Company, compiled and entered by the Site IQ Administrator.

Suite. Enter the suite number of the space. If no suite number exists or the lease or occupancy encompasses the entire building, then use the default entry “Inclusive”. The Suite field, together with Use Type field, will help identify the Unit/Space in subsequent grids.

Usable Square Area. The Usable Square Area is a required field and is used to base Business Unit Allocations on as well as other pertinent information.

Square Area Type. This is very important. Select type of measurement of Square Area for this Space, “SF” (Square Feet), or “M2” (Square Meters). Site IQ calculates all area to the Client Company Home Square Area Unit for purposes of reporting.

Business Unit Allocation. Business Unit Allocation of a Unit Space is required for purposes of vouchering, invoicing, performance tracking, and other reporting.

To set up the Business Unit Allocation for this Unit/Space either click the “BU Allocation” command button or click the “Set Up Business Unit Alloc” navigation string. The Business Unit Allocation window will open with the Unit/Space and Usable Square Area identified. Use the pull-down menu with the Business Unit field and select the desired Business Unit for allocation purposes. In the “% Allocation” field, identify the percentage of the Space to be allocated to the Business Unit by entering a decimal value. If for instance the amount to be allocated is 25%, then enter “.25”; if the amount to be allocated is 100%, then enter “1”.

If your Client Company does not use internal Business Units, your Site IQ Administrator should have entered “Parent Company” or such other text string to be used for the allocations.

EVALUATION SPACE

If the Space being entered in the Unit/Space Information sheet is not currently part of the portfolio and is being entered only for evaluation purposes, then activate the Evaluation Only toggle. Activating the Evaluation Only toggle will remove this space from all payables and receivables reports and REO and REL property lists. But it will be available for budgeting purposes and evaluation reports.

V. Financial Information

Scheduling Payments

Once you have entered all the information required for Sites, including Leased or Owned information, and you have entered all the information required for the Leased or Owned properties, including Payment Profiles and Unit/Spaces, then you are ready to enter payment schedules for purposes of tracking financial information and generating A/P and A/R reports.

From the Main Menu click the navigation stream “Payment Schedule (REL)” or “Payment Schedule (REO)” under the Financial subsection depending upon whether you are setting up a payment stream for a leased property or an owned property. Regardless, the process is identical. This will open the Set Up or Edit Payment Schedule window. Select the Site, Space, and Payment Profile for which you wish to set up.

This grid will show you all Sites, Spaces, and Payment Profiles entered thus far, including whether or not the payment schedule to be set up is an expense, or in the event the payment stream is in reality an income stream, in which case the Income toggle will be activated. Also showing is the payment currency previously set up in the Payment Profile form. This form includes Evaluation Only properties as well. This brings to light the recommendation that the Payment Profile and Lease or Owned information for Evaluation Only properties should reflect its Evaluation Only status.

Select the combination of Site, Unit/Space, Leased or Own information, and Payment Profile for which you wish the schedule the payment stream. Then click one of the command buttons at the bottom of the screen: “Rent and Expenses”, “Credits”, “Revenue Sharing”, or “Deposits”.

Rent and Expenses. Rent and Expenses is any type of expense you may encounter as a part of the occupancy cost of the property.

Credits. Credits are those amounts that may offset the Rent and Expense payments.

Revenue Sharing. Also called “Percentage Rent” this section helps you calculate the Revenue Sharing component of your expenses. Amounts entered in this section are also automatically placed in the Rent and Expenses area.

Deposits. This is where you will enter and track security and other types of deposits.

Rent and Expenses

Select the record for which you want to set up a Rent and Expenses payment stream and click the command Button “Rent and Expenses”. The Schedule Rent and Expense Payments form will appear.

PAYMENT PERIOD

A Payment Period is that period of time that a payment is to remain consistent in its amount. For instance, if a payment stream on a three-year lease is free rent for month one, \$1000.00 per month for months 2 through 12, and \$1,200.00 per month for months 13 through 36; then there are three payment periods. The first payment period being one month long at zero rent, the second payment period being 11 months long at \$1,000.00 per month, and the third payment period being 24 months long at \$1,200.00 per month.

Another example: If the payment you are entering is one payment for \$12,000.00 as prepaid rent for one year. The payment period would be one year.

And another example: If the rent stream you are entering is six payments every other month for a period of 12 months, the payment period would be 12 months (one year) long.

If you wanted to enter every payment individually with a payment period one month long, you could. But on a lease that's ten years long, that would mean entering 120 different payments. That's a lot of typing. If the payments were all the same, in Site IQ you could enter the payment stream just one time.

PERIOD BEGINS

Enter the date the period begins assuming an eight digit date: "MMDDYYYY". You may also enter "M/D/YYYY".

Tab over to the Period Ends field. The program will automatically enter a date representing one year following the Period Begins date. If this is not correct, enter the correct date for the end of the period.

Tab over to Expense Type. Select from the pull-down menu, select the type of expense being entered. You may also type the first letter of the expense type being entered. If you select "Misc", enter your comments in the "Comments" field.

HOW EXPENSE AND INCOME STREAMS ARE CALCULATED

When Site IQ develops monthly A/R or A/P reports, it reviews the expense and income schedules and pulls from those schedules the appropriate month and amount of the payment for that month. As such, if a schedule has established a monthly payment in the amount of \$1,000.00, that is the amount that should be entered into the Expense Amount field. Likewise, if a single payment of \$100,000.00 is to be paid in a particular month, and that payment represents a prepayment of rent for the entire year; but that payment is due in that particular month, "\$100,000.00" should be entered in the Expense Amount field.

INITIAL/NEXT PAYMENT DATE

Tab over to the Initial/Next Payment Date. The Initial/Next Payment Date field is extremely important. This field establishes the day of the month the payments are to be paid, as well as the date of the first payment that will be included in Site IQ's A/R and A/P reports. This date will change automatically as Site IQ creates those reports. When you first enter a payment stream record, Site IQ automatically enters the Period Begin date into the Initial/Next Payment Date field. Normally, this will be correct. However, if you are entering data for a period which includes the present, insert a Payment Date that you believe will coincide with the first date Site IQ will generate the reports. If the date you enter is not correct, you may edit at a later time. In subsequent and future period records, the Payment date automatically entered will probably be correct unless the day of the month the payment is to be made is different from the date the period begins.

FREQUENCY (FREQ) AND INTERVAL (INT) FIELDS

Tab over to the Frequency Field. The Frequency and Interval fields are related. These fields tell Site IQ how frequently the payments are to be made based on the interval type selected: Day (D), Month (M), or Year (YYYY). If the payments are to be made once every month, the Frequency field would "1" and the Interval field would be "M", for month. "M" is the default setting for the Interval field. If you wanted to create a payment stream where payments are made once every two months, the Interval would again be "M"; but the Frequency field would be set to "2".

If you wanted to create a payment stream where payments are made once every year, you could do this one of two ways. You could set the Frequency to "12" and the Interval to "M", in which case the payment would be made once every 12 months; or you could set the Frequency to "1" and the Interval to "YYYY", in which case the payment would be made once per year.

TOGGLE FIELDS

The next three fields, the toggles, tell Site IQ what to do with the record information entered and for what it is to be used. Any one or all of the toggles may be activated.

ACTUAL TOGGLE

The Actual Toggle is to be activated in the event the payment stream is to be included in A/R Invoice or A/P Voucher Reports and other reports showing actual expense obligations. The activated Actual Toggle tells Site IQ that these are actual payments obligated to be paid. Do not activate this toggle if you do not wish this income stream to be included in these reports or included in the remaining obligation for the site.

ESTIMATED TOGGLE

The Estimate toggle is for information purposes. In some leases where estimated payments are actually made, you would select the Estimate Toggle AND the Actual

Toggle. You could deselect the Estimate Toggle once the reconciliation is made. In another situation, you may include the expense record for a site that is not yet obligated for; but you wish to enter the information for evaluation purposes; in this scenario, you would activate the Estimate Toggle and not the Actual Toggle.

BUDGET TOGGLE

An activated Budget Toggle tells Site IQ to include this information when building budget reports for the Period Established for the record. Activate the Budget Toggle for either Actual payment streams or estimated payment streams.

For instance, if you entered a payment stream for an expense and the period is 10 years long, obviously you would want to include that expense in budget estimates for the current or subsequent accounting year and so you would activate the Budget Toggle to include these payments in those budgets. Likewise, a site entered for evaluation purposes only but that the estimated expense stream is likely to occur in the future and you want to budget for it, you would activate the Budget Toggle. In most cases, you will want the Budget Toggle activated unless you specifically want to exclude the payment stream from budget considerations.

Period Begins	Period Ends	Expense Type	Payment Amount	Initial/Next Pymt Date	Freq	Int	Actual	Estimate	Budget	Comments
4/1/2004	3/31/2005	Rent	30,000.00	9/1/2004	1	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4/1/2005	3/31/2006	Rent	31,000.00	4/1/2005	1	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			0.00		1	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS FIELD

Enter any anecdotal comments you wish to add to help other users understand this payment stream.

NEW RECORD

To enter a new record, simply begin typing the information in the blank record at the bottom of the grid.

To save and close this screen, simply click the close button at the upper right of the form.

Credits

The Scheduled Credits form looks exactly like the Rent and Expenses form. Simply fill in the blank record and in the “Amount” Field, enter the credit amount that is to be deducted from each of the payment amounts for the Period. Enter in the “Comments” field a description of the credit being entered.

Revenue Sharing (Percentage Rent)

The Revenue Sharing (Percentage Rent) allows the Site IQ Specialist to calculate and enter the expense amount of percentage rent type expenses. It is designed to allow for most methods of calculations found today.

PERIOD

As before, the period is established as that period of time where the payments made are to be consistent as to the amount.

PERCENTAGE (%)

The percentage amount to be entered is the amount contracted for to apply to the Sales Basis as defined in the underlying contract. This amount must be entered as a decimal. For example, if the percentage rate contracted for is 7%, the Specialist would enter “.07”. The program will display the number as a percentage. Likewise, if the percentage rate calculated is “5.25%”; the Specialist would enter “.0525”. The program will display “5.25%”.

SALES BASIS

The “Sales Basis” field is the amount to which the percentage rate is to apply, regardless if there is a breakpoint established in the contract. Some contracts stipulate that percentage rate is to apply to a sales number which is a calculated amount of gross sales less defined exclusions. If this is the case, the Sales Basis number that would be entered would be the amount equal to the gross sales number less the exclusions. The field is intended to be the “Basis” from which the percentage is to be calculated and will generally be (gross) Sales.

BREAKPOINT RENT

Site IQ allows for different ways in which percentage rent can be calculated. One typical scenario is for a percentage rent to be calculated based on an agreed to percentage rate applied to gross sales with a stated minimum base rent. This creates a “natural” breakpoint sales number by dividing the minimum rent by the percentage rate [Breakpoint Sales = Minimum Rent / Percentage Rate]. In this scenario, the percentage rent due is calculated by taking gross sales less the breakpoint sales amount multiplied by the stated percentage rate [(Sales Basis - (Minimum Rent / Percentage Rate))*Percentage Rate] or also stated as [(Sales Basis - Breakpoint Sales)*Percentage Rate]. Total rent due then = [Minimum Rent + (Sales Basis - Breakpoint Sales)*Percentage Rate], with the Breakpoint Sales amount being the “natural” breakpoint. With a natural breakpoint, the Breakpoint Rent is equal to the Minimum Rent.

Another scenario disconnects the minimum rent amount from the breakpoint sales amount. This occurs when the breakpoint sales amount is an arbitrary amount negotiated without regard to the “natural” breakpoint sales amount. In this scenario, the Breakpoint Rent is not equal to the Minimum Rent, but instead the arbitrary Breakpoint Sales amount

multiplied by the percentage rate, [(Breakpoint Sales Amount*Percentage Rate) = Breakpoint Rent]. Even with the disconnect between Minimum Rent and Breakpoint Rent, the equation to establish total rent is the same as the first scenario, [Minimum Rent + (Gross Sales-Breakpoint Sales)*Percentage Rate)].

A third scenario to add to the mix is a flat percentage rent with no minimum rent. In this scenario the Breakpoint Rent would be set to “0.00” since there is no breakpoint. To all three of these scenarios, we could add the additional variable of a maximum rent number which will not be exceeded adding the minimum rent and percentage rent calculated.


To handle all three of these scenarios, Site IQ restates the above equation to a simpler and more elegant solution, to wit: Total Rent = [Minimum Rent + ((Gross Sales*Percentage Rate) – Breakpoint Rent)]. Depending upon the type of scenario, Breakpoint Rent will always be equal to the Breakpoint Sales times the Percentage Rate, and may be equal to the stated Minimum Rent (as in the case of a “natural breakpoint), or may be an arbitrary and negotiated number.

In every instance, if a Minimum Rent number is part of the calculation, it is entered as a Rent Expense in the Rent and Expense form, NOT in the Revenue Sharing form. Site IQ nets out the Minimum Rent (or Breakpoint Rent) out of the Percentage Rent calculations. The Revenue Share Amount is only that amount in excess of the breakpoint. The Breakpoint Rent field in the Revenue Sharing form is for calculation purposes only and not included in an actual rent and expense payment stream. If, as in the first scenario described above, there is a percentage rent calculation against a minimum rent amount. The Site IQ Specialist will enter the minimum rent amount as “Rent” on the Rent and Expense form. You may also want to enter a comment identifying it as a minimum rent against percentage rent in the Comments field to explain the scenario for other viewers. Entering this number then also in the Breakpoint Rent field on the Revenue Sharing form will then net the minimum rent number from the Revenue Share Expense number when it is calculated.

MAXIMUM RENT

The Maximum Rent number is that number which the Minimum Rent plus the Revenue Share Expense (Percentage Rent) is not to exceed. This is an arbitrary number negotiated at the time of the contract. IF THERE IS NO MAXIMUM RENT, LEAVE THE FIELD WITH THE DEFAULT VALUE OF “0.00”. This tells Site IQ to ignore the field.

REVENUE SHARE EXPENSE

The Revenue Share Expense field is a calculated field based on the equations previously stated. The actual calculations occur upon leaving the form or the Specialist clicking the  command button.

Quantities calculated in the Revenue Share Field also show in the Rent and Expenses form as a “Revenue Sharing” expense type.

INITIAL / NEXT PAYMENT DATE, FREQUENCY, AND INTERVAL

The Revenue Sharing form is designed to accommodate any type of revenue share or percentage rent calculation and payment stream. The next three fields: Initial/Next Payment Date, Frequency, and Interval; function just as described in the Rent and Expenses section, but there is one important point that you need to address before entering a revenue sharing record. The payment(s) to be made, whether it is one lump sum, four quarterly, or 12 equal monthly payments; dictate how you enter the Sales Basis and Breakpoint Rent information.

For instance, if the annual sales basis is \$1,000,000.00, the percentage rate is 6%, the annual minimum rent is \$40,000.00, and the Revenue Share Amount is to be paid in one lump sum, then the Sales Basis number would be \$1,000,000.00, the Breakpoint Rent number would be \$40,000.00, and the Revenue Share Amount would calculate as that single payment of \$20,000.00 $((1,000,000 * 6\%) - 40,000)$.

However, given the same scenario except that the payments are to be made over 12 months instead of one payment; then the Sales Basis number would be \$83,333.33 $(1,000,000/12)$, the Breakpoint Rent number would be \$3,333.00 $(40,000/12)$, and the Revenue Share Amount would calculate to \$1,666.67 which would be made 12 times $[(1,666.67 * 12) = \$20,000]$.

DEPOSITS

The Deposits form is straight forward. The Due Date field is the date the Client Company owes the deposit. The Paid Toggle identifies that the deposit has indeed been paid, and the Returned Date is the date the deposit is to be returned, and the Returned Toggle indicates the deposit has in fact been returned.

Deposits that have a staggered return period may be entered as several records, each indicating the amount to be returned for that period.

A/R and A/P Reports

Creating A/R Invoice and A/P Voucher Reports is easy in Site IQ and the process is identical for both.

There is a two-tiered approval structure when creating A/R Invoice and A/P Voucher reports with two opportunities to accept or reject individual payments. By way of example, we will step through the process of building a flat file for an A/P Voucher Report. Keep in mind, the process is identical for creating the A/R Invoice Report.

To begin the process of building an A/P Voucher flat file, go to the Main Menu and click the navigation string "Create Payables". If we were building an A/R Invoice flat file we would begin by clicking "Create Receivables".

SELECT DATE RANGE

Clicking the navigation string “Create Payables” opens the Select Date Range dialog box. Enter the Beginning Date for the month which you want Site IQ to create the payments. Once you have entered this date, Site IQ will automatically insert the date in the Ending Date field to create a full month. Though you can change the Ending Date, it is highly discouraged and if the date is changed it should be changed only to a date that represents a period which is less than a month. Because Site IQ builds individual payables from the payment streams the Specialists entered into the Payment Schedules, it first analyzes whether or not a payment in the payment schedule falls within the time period identified in the Select Date Range dialog box, and then checks to see if the Initial/Next Payment Date is also in the time frame identified. Both parameters must be met for the payable to be built. Once a payable is built, Site IQ automatically updates the Initial/Next Payment Date for that record using the data the Specialist supplied in the Frequency and Interval fields. Because this process is necessary to key up the next Initial/Next Payment Date, entering a period greater than a month in length in the Select Date Range dialog box will return values that are currently scheduled to be paid for that extended period; but not all values that will ultimately be scheduled to be paid for that extended period.

Click “OK” to proceed.

PAYABLES APPROVAL

The Payables Approval form shows all payables Site IQ built that met the parameters of the Select Date Range as they apply to the payment stream period and the Initial/Next Payment Date value. This list is an itemization of all payables meeting the parameters sorted by Site Name, Unit/Space, and Expense Type. This list also shows the expense amount, credit if any, in what currency the particular expense is to be paid, and for what period of time the payment pays through (see the “Pays Thru” field) using the data entered in the Frequency and Interval field by the Site IQ Specialist. If the payment is a one month payment, the Specialist will see a “Pays Thru” date which encompasses one month. If the payment represents a prepaid rent for one year, the Specialist will see a “Pays Thru” date that encompasses one year.

The Site IQ Specialist may then approve each record by activating the Approve Toggle. The Specialist may also select the Approval All or Approve None command buttons. Only those records that have been approved will move forward for final approval for generating the A/P Voucher flat file.

The Specialist can save this file and re-enter and edit at a later date, create the A/P Voucher report at a later date, or select the Create Vouchers command button to proceed to the final approval process.

Select the Create Vouchers command button. The Select Date Range dialog box will appear with the dates already entered. If you are creating voucher from another location, the Specialist will need to enter the desired dates.

VOUCHER SET UP AND APPROVAL

The Voucher Set Up and Approval form lists and aggregates all approved payables for the particular Payment Profile.

If you attempt to set up vouchers that have been previously built, you will get a Site IQ message telling you that it was unable to set up the records because they have already been built and will proceed to open the Voucher Set Up and Approval form with the voucher records for the parameters you selected. If you attempt to set up vouchers with a record set that contains some records that have already been used to set up voucher records and some new, you will get a similar message telling you that Site IQ was only able to process the new records, the Voucher Set Up and Approval form will then appear with the complete set of voucher records based on the parameters you selected.

APPROVED PAYABLES WINDOW

The window outlined in green, the Approved Payables window, lists the itemized expense amounts for the particular Payment Profile. The sum of this list is shown as the “Expense Amt” at the top of the form.

CURRENCY EXCHANGE

If the Payment Profile Currency Type (shown next to the Payment Amt field) is the same as the Client Company Home Currency, then the Exchange fields are show a “1” as the Exchange Rate, if not, a “0” is shown and you are instructed to enter the current exchange rate. The Tax And Duty Exchange Rates apply only to the Tax and Duty fields; the Pymt Exchange field applies only to the Expense and Credits fields.

With valid Exchange Rates, Site IQ then shows the Specialist the Equivalent amount in the Client Company’s Home Currency.

Enter the remaining required and applicable fields. Activate the “Approved” Toggle if the record is approved for processing. Enter the Supervisor ID if applicable. Only records with the “Approved” Toggle activated will be included in the A/P Voucher flat file.

Select the “Set and Next” command button to view the next record for approval. When you have reached the last record in the record set, you will see the message, “This is the last voucher in the set.” When you see this message, approve the record in view and press the “Set and Exit” command button.

CREATE A/P VOUCHER FLAT FILE

In the Reports Menu, click the navigation string “Create A/P Voucher Flat File. A Select Date Range dialog box will appear. Enter the dates you desire. An Excel spreadsheet will appear with the records inserted. Save this file using the naming convention as instructed by the Site IQ Administrator.

VI. Critical Dates

SIQ can accommodate nearly an infinite number and types of Critical Dates. It is built to provide the user with ample and numerous notifications of upcoming Critical Dates so none are missed and activities are tracked and managed.

There are three dates SIQ alerts the user to: the Critical Date, the Action Date, and the Planning Date. The Critical Date is the actual date that the subject is due. The Action Date is the estimated time that the user needs to begin working on whatever action need to be done to achieve success on the Critical Date. The Planning Date precedes the Action Date by enough time that the issue should be now thought through and planned out.

These three dates are calculated from Lead Times determined by the user against the Referenced Date. For instance, if a Critical Date is an Option Notification Date and the lease calls for the notice to be provided by lessee to lessor no less than 120 before the termination date of the lease and that termination date is December 31st. In this scenario, the Reference Date would be 12/31 of the current year; the Critical Date Lead would be 120 days. Site IQ then automatically calculates the Critical Date to be 9/2. In order for the user to get the notification in on time, we will allow the user 21 days time to get the written notification together and delivered to the landlord; hence, the Action Date Lead will be 21. Site IQ then calculates the Action Date to be 8/12. Then, so to allow the user ample time to decide what is the appropriate course of action, we will notify the user 60 days preceding the Action Date for planning purposes. Hence, the Planning Date Lead will be 60. Site IQ will then calculate the Planning Date to be 6/13.

All Critical Dates that have not yet either been dismissed or acted upon are “Open” and the “Open/Closed Issue” should be entered “Open”. Critical Dates no longer relevant should be “Closed”.

The form to enter new Critical Dates is entered by clicking the “Critical Dates – New Entry” navigation string on the Main Menu.

The Site IQ Specialist may link the Critical Date to a Site, Unit/Space, Equipment, or any or all of the above and should link to as many as possible.

VII. Contact Links

Once you have entered salient Contact information in the Contact information form, you may link the contact to any number of Site, Unit/Spaces, Equipment, Transaction Management Projects, and Marketing Management Projects. To link a Contact, open the Contact Links form by clicking on the navigation string “Contact Links”.

In the Contact Links page select from the Contact pull-down menu the Contact you want to link. Site IQ will populate the Contact side of the form. Then, select from one or more of the pull-down menus on the Links side of the form to make the link.

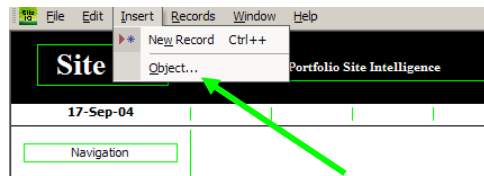
If you want to link the Contact to more than one Site, or any of the other variables, repeat the process by clicking on the “Add New Contact Link” navigation string in the Navigation area of the form. You can repeat the process any number of times.

VIII. Images

Images may be inserted into the database to provide visual representation of property or equipment to forms and reports.

In order to link a graphic image into Site IQ, a jpg, gif, or bmp file of moderate resolution and size must be present where the Server Tables can access it, preferably in the Site IQ folder in the Program Files folder on the C drive.

To attach the graphic to the database, in the Digital Image Entry form, highlight the image field and from the “Insert” pull-down menu at the top of the page select “Object”, a dialog box will appear. Select “Create from File”, another dialog box will appear. Browse to the Site IQ folder and select the image you wish to attach and click “Okay”. The original dialog box then appears; select “Link” and “Okay”. The image will now appear in the field.



If at some later date you want to replace the graphic, or any other graphic, simply repeat the process outlined above and selecting the new desired graphic.

The help maintain efficiency and speed of Site IQ, graphic images linked should have a resolution file size of less than 200k.

The Site IQ Specialist will activate the “Primary Image” toggle if this is the image that should appear on most forms or reports, as opposed to graphic included in a library series.

IX. Digital Documents

Digital Documents may be inserted into the database for quick and easy access and navigation for document review for real property or equipment.

In order to link a digital document into Site IQ, a PDF file with sufficient resolution to support keyword search capabilities must be present where the Server Tables can access it, preferably in the Site IQ folder in the Program Files folder on the C drive. To attach the PDF to the database, in the Digital Document Entry form, highlight the Document Link box and from the "Insert" pull-down menu at the top of the page select "Object", a dialog box will appear. Select "Create from File", another dialog box will appear. Browse to the Site IQ folder and select the image you wish to attach and click "Okay". The original dialog box then appears; select "Link", select "Display as Icon, and click "Okay". The icon will now appear in the field.

If at some later date you want to replace the file, simply repeat the process outlined above and selecting the new desired document.

Site IQ Glossary of Terms and Field Names (Alphabetical Order)

24/7 Operations	Indicates lessee has the right to operate the facility 24 hours per day, 7 days a week.
A/C Cap to Site	The total air conditioning capacity at the site.
A/C Capacity	The total air conditioning capacity at the building.
Access Instructions	Specific instructions for maintenance or other operators to gain entry to the site.
Access to Equipment Uninterrupted	Indicates the lessee has the right to access its equipment whether located in the leased site or elsewhere without landlord approval.
Action Date	The calculated date which is the Critical Date less the number of days in the Action Date Lead field.
Action Date Lead	The number of days prior to the calculated Critical Date the Action Date is to be calculated.
ADA	Americans with Disabilities Act.
Adjacent Uses	Tenants or uses in place adjacent to the site.
After Hours Notes	Anecdotal information regarding after hours operations of HVAC, Electrical, and other Utilities.
Air Cond Condensing Units Location	Indicates the location lessee has the right to install additional air conditioning units.
Air Conditioning Installation	Indicates the right of the lessee to install additional air conditioning equipment to serve the site.
Alterations and Additions	The terms defining the user rights to conduct alterations or additions to the site.
Alterations Minor	Indicates lessee has the right under certain terms to conduct minor alterations to the site without the approval of the lessor.
Amort Period (Mo's)	The period, in months, of the loan repayment schedule.
Annual Interest Rate	The annual interest rate of a loan.
Antenna Installation	Indicates the right of the lessee to install antennas on the property.
Approved	Toggle field used by voucher audit to approve voucher for payment.
Assignment and Subletting	The terms defining the user rights to assign or sublet the site.
Assignment to Related Entities	The terms defining the user rights to assign or sublet to a related entity to the lessee, if such term are different that to an unrelated party. This is primarily related to lessor approvals.
ATS	Indicates an Automatic Transfer Switch for backup or redundant power source.
Audit	A description of Lessee's rights to audit and challenge Lessor's accounting relative to operating expenses.
Base Rent	The primary monthly unit and amount of rent identified in the lease regardless as to what is included in the amount.
Base Year	The year used as the benchmark against which future years are measured for determining occupancy cost pass-throughs.
Beginning	The beginning date of the specified Period.
Bldg Op Ex	Monthly payment of additional building operating expenses in addition to Base Rent.
Brokers	Identifies brokers representing each party to the original transaction.
Building (Bldg) Power	The total amount of power (electricity) serving the building.
Building Hours	Identifies the building hours of operations as outlined in the document.
Building Name	The common name given the building which houses the Site, such as "Bellevue Tower".
Building RSF	Rentable Square Feet of the building.

Building Shell	The type of construction of the shell of the building, e.g. block, brick, wood frame.
Cable Installation	Indicates the right of the lessee to install cable in and throughout the property.
CAM's	Monthly payment of Common Area Maintenance (CAM's) charges paid to lessor in addition to Base Rent.
Cap Existing Heating System	Indicates the right of the lessee to disconnect any existing heating system serving the site.
Casualty	Identifies the lease ramifications of the partial or entire destruction of the building because of a casualty such as fire or other disaster.
Casualty Rent Termination	Identifies to what extent and when rent is terminated or reduced in the event of a casualty.
CDS	Conduit Distribution System. A description of a CDS in place, if any.
Change Comments	Memo field to identify changes in payments from previous amounts.
Check Memo	Memo field for notes text applicable to the payment.
Chilled Water	A description of the chilled water loop, if any, available at the site for air conditioning purposes.
City	The city if the address of the site.
Clear Height	The distance from the floor to the lowest obstruction above.
Colocation Tenants	Indicates the right of the lessee to lease or sublease to third party telecommunication colocation tenants without the approval of the landlord.
Column Spacing	The clear span distance between each structural column in the site.
Commencement Date	The date the term of the lease begins.
Communications Space	A description of any communication or colocation space at the site or project.
Components	A list of the individual components of the document being abstracted, e.g. "Lease", "Exhibit A", "Addendum A".
Condensor Distance	The distance of the air conditioning condensor units to the site.
Condensor Location	The location of the air conditioning condensor units.
Conduit Installation	Indicates the right of the lessee to install conduit to site and throughout property.
Conduit/Riser	Monthly payment of fees for Conduit and Riser space paid to lessor in addition to Base Rent.
Configuration	The current configuration of the Site, e.g. "open", "office finish", "raw".
Connectivity	The communication availability to the site.
Consent Reasonable Approval	A clause which provides a blanket approval process method that requires the landlord to hold its consent to any required approval to a reasonableness standard.
Core Drilling Rights	Indicates the right of the lessee to drill through the floor and adjacent floors to install conduit.
Country	The county which the site is located.
Credit	An amount credited back to the lessee by the lessor which would reduce the total monthly payment, entered as a positive number; Site IQ automatically subtracts this amount from the monthly payment.
Credits Used	Any credits used to be applied to the current payment due.
Critical Date	The calculated date which is the Reference Date less the number of days in the Critical Date Lead field.
Critical Date Lead	The number of days prior to the Reference Date the Critical Date is to be calculated.
Critical Date Type	The type and purpose of the critical date record.

Cross Streets	Main arterials or boulevards near site to help identify its location.
Currency Conversion Rate	The conversion rate of the currency type to convert the amount to the user's accounting currency type.
Currency Exchange Index	If the payment currency type is different than the internal currency type, this identifies the index used to calculate the exchange rate.
Currency Type Currency Type	The type of currency used for rent payments.
Date Entered	Indicates the type of currency that rent payments are to be made. Date record was first created.
Date Signed	The date the original document was signed.
Date Updated	Date record was last updated.
DC Power Installation	Indicates the right of the lessee to install a backup battery plant in the leased site.
Default Financial	Identifies what constitutes an event of default for non payment of monies by the Lessee.
Default Financial Cure	Identifies any cure period available for failing to pay monies prior to constituting an event of default on the part of the Lessee.
Default Non-Financial	Identifies what constitutes an event of default other than non-payment of monies.
Default Non-Financial Cure	Identifies what cure period is available for failure to perform any obligation on the part of Lessee, other than the non-payment of monies, prior to constituting an event of default.
Demarc Area	The location of the Demarcation Area for telecommunications services at the site.
Deposit	Cash deposit held by Landlord as security for lease.
Deposit Notes	Anecdotal information regarding the Security Deposit
Describe Space	A narrative text describing the space and project.
Disbursements	Monthly payments scheduled and vouchered, or to be vouchered.
Doc Type	A description of the type of document being abstracted, e.g. "lease" or "sublease".
Dock	The dock service or facilities available and the site or building.
Door Open Size	Largest opening available to move equipment in our out of the site.
Drains for AC Installation	Indicates the right of the lessee to install drains for air conditioning condensor units.
Dual Entrance Network Installation	Indicates the right the lessee has to install two conduit entrances to its site.
Due Date	The date which the payment is due.
Earth Ground Installation	Indicates the right of the lessee to install earth ground equipment at the project.
Easements Granted for Network	Indicates if an easement has been granted to the lessee for the installation of telecommunications facility on or about the property.
Effect Trans Date	The date the transaction took effect.
Electricity	Monthly payment of electricity paid to the lessor in addition to Base Rent.
Elevator Opening Size	Largest opening available to move equipment in our out of the elevator.
Elevator Weight Cap.	The maximum weight capacity of the elevators.
Ending	The ending date of the specified Period.
Equip. & Operating Rights Inc	A separate table associated with the document specific to highly-specialized facilities. If checked, the Equipment and Operating Rights abstract is attached to the document abstract.

Estoppel	Identifies if an estoppel certificate or other document is required upon request by the Lessor to identify current lease terms or status to a third party.
Facility Requirement	Information regarding the facility parameters for the Transaction Management project.
Facility Type	The property type of use of the site.
Fiber Distance	The distance of any fiber optics to the space.
Fiber Proximity	The location of any fiber optics capability relative to the site.
Fiber Vendors	A list of vendors that have fiber optics capabilities near the site.
Fire Suppression	A description of the fire suppression system at the site, if any.
Fire Suppression FM200 Install	Indicates the right of the lessee to install a dry fire system / FM 200 fires suppression system.
Fire Suppression Pre-Action Install	Indicates the right of the lessee to install a pre-action valve in an existing wet fire suppression system.
Flood Plain	Flood Plane information, if applicable.
Floor Construction	The type of materials and how the floor is made, e.g. "poured concrete slab".
Floor Loading Reinforcement	Indicates the right of the lessee to install structural reinforcement to increase the floor loading capability.
Floor Loading Rep by Landlord	Representations made by lessor as to the structural floor loading capacity of the building.
Floor Plate	The area of each floor.
Floor Thick	The thickness of the floor, if applicable.
Fuel Tank Distance	The distance of the backup generator fuel tank to the backup generator.
Fuel Tank Location	The location of the backup generator fuel tank.
Genset Distance	The distance of the backup generator to the site.
Genset Fuel Tank Install	Indicates the right of the lessee to install a fuel tank to serve the backup power generator
Genset Installation	Indicates the right of the lessee to install a backup power generator.
Genset Location	The location of the backup generator, if any.
Genset Location	Indicates the location that lessee has the right to install a backup power generator.
Genset Plug Installation	Indicates the right of the lessee to install a plug for a temporary backup power generator.
GIS Code	GIS code for mapping purposes, if applicable.
GPS Antenna Installation	Indicates the right of the lessee to install a GPS antenna on the property.
Gross Up Calculation	Identifies a procedures wherein a landlord assumes, for purposes of establishing building operating expenses, a stated occupancy greater than the actual occupancy of the building.
Hazardous Materials	Identifies any language specific to hazardous materials outlined in the lease document.
Hazmat Abatement	A description of any hazardous material abatement or remediation procedures that have been performed at the site.
Hazmat Present	A description of any hazardous material that may be present at the site.
Holdover	A provision which identifies rent or other requirements when the lessee retains possession of the site without lessors approval beyond the stated term.
Image Name	The unique and assigned name for the image record in the Images table.
Improvements	The assessed value of the Improvements for tax purposes.
Incentives	Inducements or other incentives offered by the landlord to entice the tenant to enter into a lease agreement.
Initiation Date	The date the Transaction Management project was initiated.

Insurance	Identifies the Insurance coverage required of the lessee.
Land	The assessed value of the Land for tax purposes.
Late Charges	Identifies any fees incurred by the lessee for the late payment of monies.
Latitude and Longitude	The latitude and longitude of the site if required.
Lessee Obligations	Identifies the obligations imposed on the lessee relative to the operation of the site.
Lessor Default Tenant Remedies	This provision allows for the lessee to perform the obligations of the lessor in the event the lessor fails to meet those obligations and such failure negatively impacts the site or lessee's operations.
Lessor Obligations	Identifies the obligations imposed on the lessor relative to the operations of the site or project.
Lessor Warranties	Lists any specific warranties outlined by the lessor in the lease agreement.
Lessor Zoning Warranties	Lessor's warrant that the use of the site is in accordance with zoning requirements.
Letter of Credit	A non-cash deposit represented by a letter of obligation furnished by a bank or financial institution.
Liens	Identifies how lessee must hold lessor harmless against liens as a result of lessee's actions. It also identifies any liens lessor may have on lessee's property.
Line of Sight (Site)	The destination or location required for a "line of sight" from the subject site for communication or data transfer purposes.
Location Requirement	Information regarding the locational parameters for the Transaction Management project.
Main Panel Distribution	
Maintenance Obligations	A description of the main power panel, its size and distribution. Identifies the respective obligations of lessee and lessor relative to the maintenance of the property.
Major Tenants	The major tenants located at the site or property, if applicable.
Monthly Debt Service	The monthly loan payment, including principle and interest.
Mortgagee List Exhibit	A list of current mortgagees on the property.
Mortgagee Notification Warrant	In the event the lease stipulates that the lessee notifies mortgagees in the event of a lessor default, then lessor must provide lessee a list of mortgagees that must notified, together with contact information.
MPOE	The location of the Minimum Point Of Entry for telecommunications services.
MSA	Market Statistical Area.
Municipality	The governing district or permit issuing authority for the site.
Notices	A list of parties and their respective contact information required for actual notice per the lease agreement.
Occupier/Lessee	The occupying entity or the lessee as it is identified in the lease document.
On Net	For internal use, identifies if the building is connected to the company network.
Op Ex Stop	Operating Expense Stop. The amount of building operating expenses included in the base rental amount.
Op Exp Payment	The monthly amount of operating expense payments.
Op Exp Stop Cap	
Open/Closed Issue	Operating Expense Stop Cap. The limit of building operating expense increases allowed to be passed through to the tenant. A critical date field indicating whether the critical date referenced in the record is still "open" and applicable, or has been "closed" and is no longer relevant.
Operating Expenses	Identifies the treatment of building operating expenses by the lessor and lessee.

Option Notification Required	The date actual notice is required of lessee to exercise its option to renew the lease.
Option Terms	The terms at which the lessee may renew it lease at the site. Also known as renewal option terms.
Organization	The business unit or division responsible for the project.
Other	Any other monthly payments due to lessor in addition to Base Rent other than the predefined expenses.
Owner Occupied	Indicates the owner occupies the site.
Owner/Lessor	The owner or lessor exactly as identified in the lease document or deed.
Paid	Toggle field indicating payment has been made.
Paid Date	The date which the payment is made.
Parking	Amount and type of parking available at the project.
Parking Cost	The cost of parking associated with the tenant at the site.
Parking Operational Vehicles	Indicates the right of the lessee to park operation vehicles 24/7 at the site.
Parking Ratio	The ratio of parking spaces to the total area of site.
Pathway Access	Indicates the right of the lessee to install conduit via horizontal and vertical pathways throughout the property.
Pathways	A description of vertical or horizontal pathways with which to run conduit, venting, or other cabling.
Payment Acct	Identifies which account is to be debited charges for the payment.
Period	A "Period" is a period of time, regardless of length, that a rent payment is consistent in its amount. For example, if in a lease, months one and two have a rent of \$2.00; months 3, 4, 5, and 6, have a rent of \$3.00; and months 6 through 12 have a rent of \$4.00; then Period One is two months long, Period Two is four months long, and Period Three is six months long.
Permitting Contingency	This is a condition of the lease that lessee may obtain all necessary zoning and permitting approvals in order to be fully obligated to the lease.
Permitting Time	The estimated amount of time to obtain permits and other entitlements.
Personal Prop	The assessed value of the Personal Property for tax purposes.
Phase I Available	Indicates a Phase I hazardous material assessment for the site is available for viewing.
Phase I On File	Indicates a Phase I hazardous material assessment for the site is on file.
Pipes/Ducts	A description of existing pipes or ducts at the site.
Planning Date	The calculated date which is the Action Date less the number of days in the Planning Date Lead field.
Planning Date Lead	The number of days prior to the calculated Action Date the Planning date is to be calculated.
Possession	The terms and timing which tenant may take possession of the site.
Power Backup	A description of the backup power or backup generators available, if any.
Power Configuration	The number and size main switches and how the electricity is distributed through the project and to the site.
Power Increase Installation	Indicates the right of the lessee to install additional power to the property and site.
Power Provider	The name of the utility company providing power to the site.
Power Redundancy	A description of any redundant power available if any.
Power Type	Addition power information available.
Pressure Pipes	A description of any pressure pipes that may exist at the site.
Principle Balance	The principle balance of a loan.
Priority	Prioritized importance of the Transaction Management record.

Proj Description	Memo field defining the Transaction Management project.
Project Name	The unique and assigned name for each Transaction Management record.
Project RSF	Rentable Square Feet of the project, including all buildings that are constructed.
Project Status	Indicates the status of the Transaction Management record, e.g. Active, Hold, Terminated, Completed.
Proportionate Share	The ratio of the area of the site relative to the area of the project for purposes of establishing lessee share of building operating expenses.
Prorata Factor this Period	Portion of Period tenant is obligated to pay rent.
Pymt Amount	The amount to be vouchered and paid.
Pymt Method	The method of payment e.g. Wire Transfer, Check, or Charge
Pymt's Remaining	This is a calculated field and represents the remaining payments in the Period. No data is entered.
R/U Factor	Ratio of RSF/USF, also know as "load factor" or "conversion factor".
Raised Floor	A description of the raised floor if it exists, such as in a data center or computer room, together with the specifications.
Recon Date	The date of "Reconciliation" of building operating expenses to estimated operating expenses or expense stops.
Reconciliation	The accounting and "Reconciling" of actual expenses items vs. estimated expenses and expense stops.
Ref #	Internal Reference Number assigned to payment.
Reference Date	The date against which all other calculated critical dates for the record are applied.
Region	Internal identification of internal demarcation of the location of the site, such as "North Region" or "Bay Area".
Relocation	A provision that allows the lessor to relocate the lessee under certain terms and conditions to a new site.
Remove or Upgrade Equipment	Indicates the right of the lessee to remove or upgrade equipment in the site or serving the site.
Rent	Describes the rate and amount of rent for the term.
Rent Commencement	The date which rent payments are to begin.
Rent Escalations	Describes any escalations of the rent throughout the term either predetermined or related to some benchmark such as CPI.
Rent Type	Describes the type and level of inclusiveness of the rent payments, such as "Net", "Full Service", or "Gross".
Rent Type	Indicates the type of rent and what is inclusive in the payment, for instance "Net", "Full Service", or "Gross".
Restoration	Identifies what the lessee must do to restore the space to a predetermined condition upon lease termination.
Right of First Refusal	Identifies the lessee's rights if any to take for its own use previously identified space if a third party has made an offer to lease such space.
Right to Terminate	Identifies lessee's right to terminate lease under certain terms and conditions, if any.
Roof Construction	The type of construction of the roof.
Roof Rights	Indicates the right of the lessee to install equipment on the roof of the building.
Roof RSF	Rentable Square Reet of the available space on the roof of the building, if any, to place telecommunications equipment.
Rooftop	A description of any rooftop facilities for any telecommunications equipment or other equipment.
Scheduled Monthly Rent this Period	This is a calculated field and represents the Scheduled Monthly Rent for the Period. No data is entered.
Scheduled Monthly Rent this Period in USD	This is a calculated field. No data entry is required

Security	The security and protection features present at the project or site.
Security System Installation	Indicates the right of the lessee to install a security system at the site.
Seismic	Seismic code or history information, if applicable.
Shell Condition	The condition of the building shell.
Signs	Identifies the size, location, and placement of signs that lessee may erect, if any.
Site Code	Internal code issued by internal company or operator, if applicable.
Site ID	Internal code issued by internal company or operator, if applicable.
Site Name	The unique name given the record for the site. No two Site Names are alike. The recommended Site Name Convention is "City" "Street Name" "Street Number" "Suite Number", e.g. "Denver Belleview 7887 830".
Site Power	The total amount of power (electricity) serving the site.
Site Power	The total amount of power (electricity) serving the site.
Site RSF	Rentable Square Feet of the Site. This includes "R/U Factor" calculation.
Site USF	Usable Square Feet of the Site within the boundaries of the site.
Slab to Deck	The distance from the floor to the deck above.
SNDA	Subordination and Non-Disturbance Agreement. Identifies the term of which lessee must subordinate to a new owner lender, and if any, non-disturbance language allowing lessee to remain to control site in the event landlord loses its control of the property.
Space Condition	The condition of the site when lessee takes occupancy.
State	The state or province of the site.
Static Resistant Floor	A description of the static resistant material attached to the floor, together with the specifications.
Status	Indicates the current status of the document, e.g. "Current", "Month-To-Month", or "Terminated".
Stories	The number of floors of the building.
Street #	Entered only as a number, such as "7887".
Street Direction	Entered only as the direction of the street if applicable, such as "North" or "N".
Street Name	Entered only as the name of the street, excluding street number or direction, such as "Belleview".
Sublease/Rent Income	Toggle field identifying the current open Financial record as an "expense" or "income".
Suite Floor	The floor of the building on which the suite or site is located.
Suite Number	The number or identification of the suite or site.
Tandem	The location of the main telecommunications central office available for colocation, if applicable.
Tax	Monthly payment of taxes paid to the lessor in addition to Base Rent.
Tax ID Number	The Tax ID Number issued by the governing authority.
Tax Payment	The monthly amount of tax expense payments.
Tax Stop	The amount of tax expense included in the base rent amount.
Tax Stop Cap	The limit of tax expense increases allowed to be passed through to the tenant.
Telco Services to Tenants	Indicates the right of the lessee to provide telecommunication services to other tenant in the property.
Tenant Improvements	The treatment of the expense of improving the site and who is to pay for such expense.
Term	The length of term of the lease.

Termination Date	The date the lease terminates.
Time Zone	The time zone of the site.
Trade Fixtures Attachment	Indicates the right of the lessee to install attached trade fixtures and to remove such trade fixtures.
Transfer #	Wire Transfer account information.
Unit Allocation	Internal Unit code to identify which company unit (division) is to be charged for the payment expense.
Uses Approved	Identifies approved uses of the site outlined in the lease agreement.
Voucher	Automatic number of voucher generated by Site IQ.
Water Temp	A description of the water temperature of the chilled water in the chilled water loop.
Water/Sewer	Monthly payment of fees for water and sewer paid to lessor in addition to Base Rent.
Window Removal or Block	Indicates the right of the lessee to either block or remove windows at the site.
Windows	A description of the window line and type.
YOC	Year of construction of the building.
YOR	Year of Renovation.
Zip	The zip code assigned to the location of the site.
Zoning Code	Zoning rights and restriction or code issued by the governing authority.