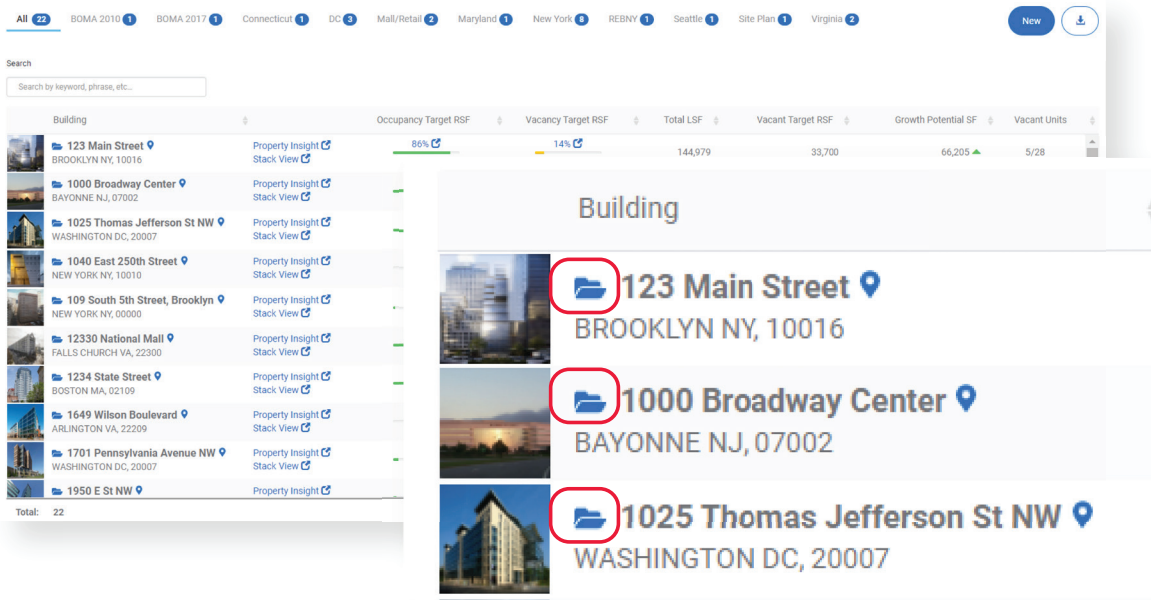


# How Do I Obtain My Property Plan Book?

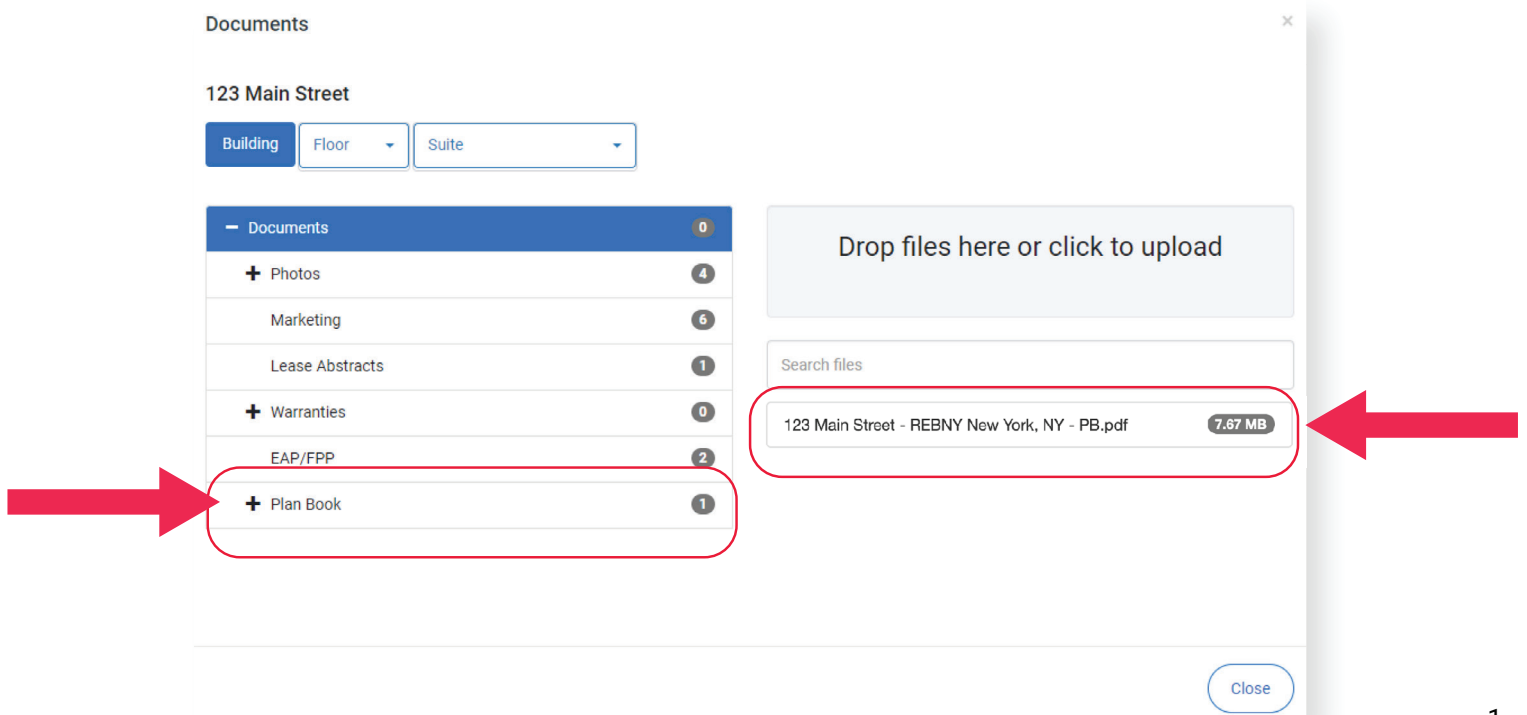
1. On the Portfolio page, click on the document folder icon

The screenshot shows a portfolio management interface. At the top, there are filters for various states and cities. Below is a search bar and a table of buildings. The table columns include Building, Property Insight, Occupancy Target RSF, Vacancy Target RSF, Total LSF, Vacant Target RSF, Growth Potential SF, and Vacant Units. A detailed view of three buildings is shown on the right, each with a document folder icon circled in red:

- 123 Main Street**, BROOKLYN NY, 10016
- 1000 Broadway Center**, BAYONNE NJ, 07002
- 1025 Thomas Jefferson St NW**, WASHINGTON DC, 20007

2. In the Documents window, select Plan Book. Click the file to the right to download.



The screenshot shows a 'Documents' window for the building '123 Main Street'. It features filters for Building, Floor, and Suite. A list of document categories is shown on the left, with 'Plan Book' circled in red and a red arrow pointing to it. On the right, a 'Drop files here or click to upload' area contains a search bar and a file named '123 Main Street - REBNY New York, NY - PB.pdf' (7.67 MB), which is also circled in red with a red arrow pointing to it. A 'Close' button is visible at the bottom right.