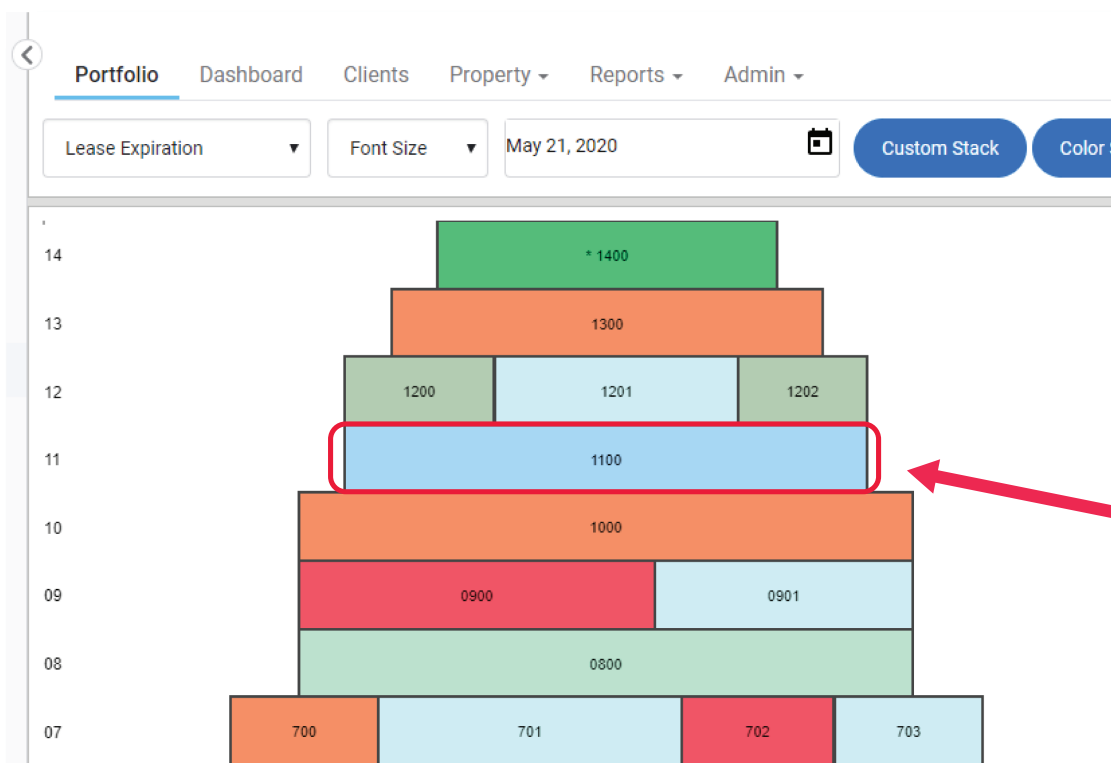


# How Do I Generate A Marketing Plan for a Suite in RealAccess?

1. On the portfolio page, click on Stack View.

Building	Occupancy Target RSF	Vacancy Target RSF	Total LSF	Vacant Target RSF	Growth Potential SF	Vacant Units
123 Main Street BROOKLYN NY, 10016	86%	14%	144,979	33,700	66,205	5/28
1000 Broadway Center BAYONNE NJ, 07002	57%	43%	224,997	184,990	20,105	69/134
1025 Thomas Jefferson St NW WASHINGTON	33%	67%	35,450	124,560 <sup>1</sup>	24,646 <sup>1</sup>	15/22
1040 East 250th Street NEW YORK NY, 10010	0%	100%	0	131,993	0	14/14
109 South 5th Street, Brooklyn NEW YORK NY, 00000	3%	97%	2,162	70,879 <sup>1</sup>	397 <sup>1</sup>	57/60
12330 National Mall FALLS CHURCH VA, 22300	45%	55%	85,879	106,444	2,089	36/75
1234 State Street BOSTON MA, 02109	66%	34%	233,227	117,733	-2,610	17/34
1649 Wilson Boulevard ARLINGTON VA, 22209	0%	100%	0	193,454	0	20/20
1701 Pennsylvania Avenue NW WASHINGTON DC, 20007	8%	92%	13,752	144,363	-616	74/81
1950 E St NW	5%	95%	4,085	100,240	410	45/47
<b>Total: 22</b>			<b>1,556,042</b>	<b>7,548,515<sup>1</sup></b>	<b>227,756<sup>1</sup></b>	<b>781/1071</b>

2. On the stack page, select the desired suite. NOTE: Do not click on the suite numbers.



3. On the floor plan page select the Leasing & Marketing Plans button.

The screenshot shows a software interface with a top navigation bar containing 'Clients', 'Property', 'Reports', and 'Admin'. On the right, there are buttons for '123 Main Street' and 'Email Digest'. Below the navigation bar, there are several dropdown menus for 'View Type' (set to 'Lease Expiration'), 'Floor' (set to 'Floor 5'), 'Scenario' (set to 'Master Drawing'), 'Font' (set to '22'), and 'Hatch' (set to '1'). A red box highlights a button labeled 'Leasing & Marketing Plans'. Below these menus is a toolbar with icons for 'Display', 'Import', 'Export', 'Email', 'Report an Issue', 'Calculator', and 'Draw'. The main area is split into two panels. The left panel shows a floor plan of a building with a north arrow and labels for 'EAST 51ST STREET' and 'MADISON AVENUE'. The right panel is titled 'Floor Space Breakdown' and contains a table and a pie chart.

Suite	Leaseant	LXP	USF	LSF	REB NY RSF	Target RSF
0500	Wind Energy LLC	12/31/2030	3,557	8,846	5,494	--
0501	Silver Properties, INC	5/31/2021	6,276	9,500	9,692	--
0502	JANOVER LLC	5/31/2038	2,318	3,500	3,579	--

The pie chart below the table shows the distribution of lease terms: 'Less than 3 Years: 51.6%' and '5 Years or More: 48.4%'.

4. In the pop up menu, select the desired Suite and Template. Click Generate Plan to instantly download the Marketing Plan.

The screenshot shows a pop-up window titled 'Leasing & Marketing Plans'. It contains four dropdown menus: 'Suite' (set to 'All Suites'), 'Template' (set to 'Lease Exhibit'), 'Format' (set to 'PDF'), and 'Paper Size' (set to '8.5 x 11'). Below these menus is a blue button with the text 'Please contact your account manager to discuss Marketing Template options.'. At the bottom of the window, there are two buttons: 'Generate Plan' and 'Cancel'. A red arrow points to the 'Generate Plan' button.