

How Do I Create a Lease Exhibit?

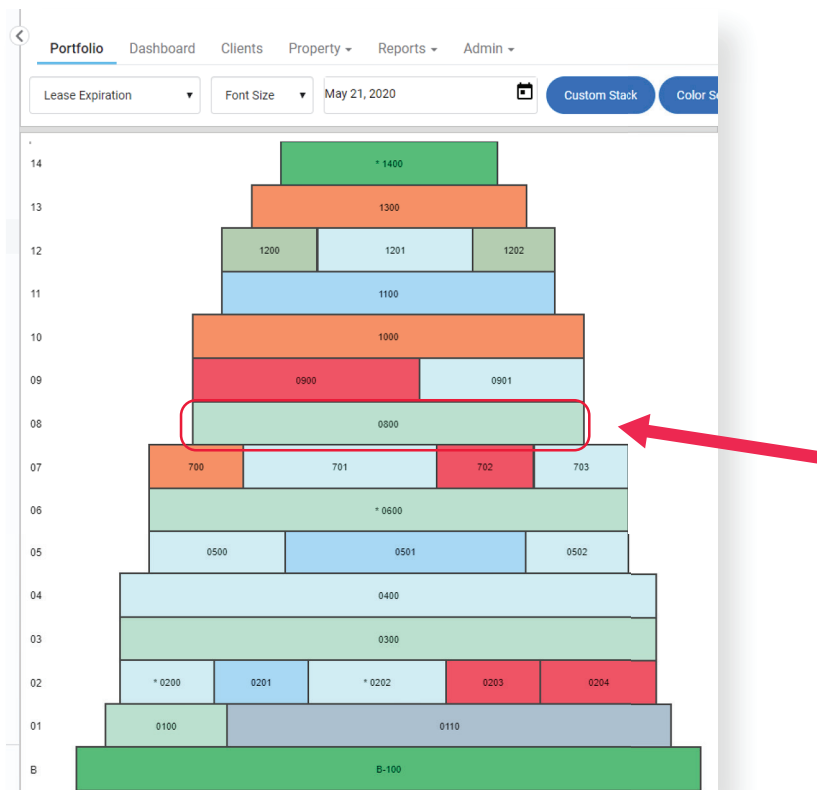
1. On the portfolio page, click on Stack View.

Search

Search by keyword, phrase, etc...

Building		Occupancy Target RSF	Vacancy Target RSF	Total LSF	Vacant Target RSF	Growth Potential SF	Vacant Units
123 Main Street BROOKLYN NY, 10016	Property Insight Stack View	86%	14%	144,979	33,700	66,205 ▲	5/28
1000 Broadway Center BAYONNE NJ, 07002	Property Insight Stack View	57%	43%	224,997	184,990	20,105 ▲	69/134
1025 Thomas Jefferson WASHINGTON, DC	Property Insight Stack View	33%	67%	35,450	124,560 ¹	24,646 ▲	15/22
1040 East 250th Street NEW YORK NY, 10010	Property Insight Stack View	0%	100%	0	131,993	0 ▼	14/14
109 South 5th Street, Brooklyn NEW YORK NY, 00000	Property Insight Stack View	3%	97%	2,162	70,879 ¹	397 ▲	57/60
12330 National Mall FALLS CHURCH VA, 22300	Property Insight Stack View	45%	55%	85,879	106,444	2,089 ▲	36/75
1234 State Street BOSTON MA, 02109	Property Insight Stack View	66%	34%	233,227	117,733	-2,610 ▼	17/34
1649 Wilson Boulevard ARLINGTON VA, 22209	Property Insight Stack View	0%	100%	0	193,454	0 ▼	20/20
1701 Pennsylvania Avenue NW WASHINGTON DC, 20007	Property Insight Stack View	8%	92%	13,752	144,363	-616 ▼	74/81
1950 E St NW	Property Insight	5%	95%	4,086	1,003,340	432 ▲	45/47
Total: 22				1,556,042	7,548,515¹	227,756¹	781/1071

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



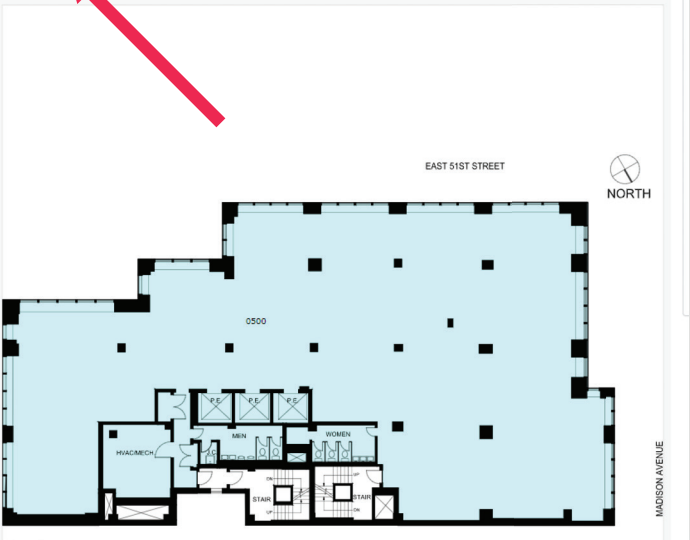
3. **Optional:** The Display icon will show a menu with data related to the space. Select any add any additional options and click **Apply** to display them on the floor plan.

ClientsPropertyReportsAdmin

View TypeLease ExpirationFloorFloor 5ScenarioMaster DrawingFont22

Display

ImportExportEmailReport an IssueCalculatorDraw



Display Options

☒ Suite #

☐ Suite Prefix

☐ Tenant Name

☐ Usable SF

☐ REBNY Usable SF

☐ Target RSF

☐ REBNY RSF

☐ Leased SF

☐ Lease Expiration

☐ Annual Rent

☐ Annual Rent/SF

☐ Broker Deals

Apply

Cancel

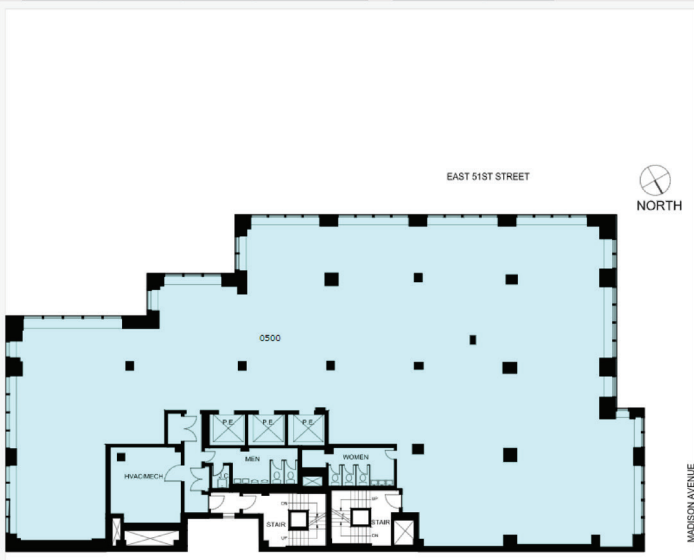
4. Select the Leasing & Marketing Plan button.

ClientsPropertyReportsAdmin

View TypeLease ExpirationFloorFloor 5ScenarioMaster DrawingFont22Hatch1

Display

ImportExportEmailReport an IssueCalculatorDraw



123 Main StreetEmail Digest

Leasing & Marketing Plans

Floor Space Breakdown

Suite	Tenant	LXP	USF	LSF	REBNY 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	JANUS, LLC	5/31/2038	2,318	3,500	3,579	---

5 Years or More: 48.4 %

Less than 3 Years: 51.6 %

5. In the pop up menu, select the desired **Suite**. In the **Template** options select **Lease Exhibit**. Then click **Generate Plan** to instantly download the Lease Exhibit PDF.

Leasing & Marketing Plans [X]

Suite
All Suites ▼

Template
Lease Exhibit ▼

Format
PDF ▼

Paper Size
8.5 x 11 ▼

Please contact your account manager to discuss Marketing Template options.

Generate Plan Cancel