# How Do I Create a Lease Exhibit?
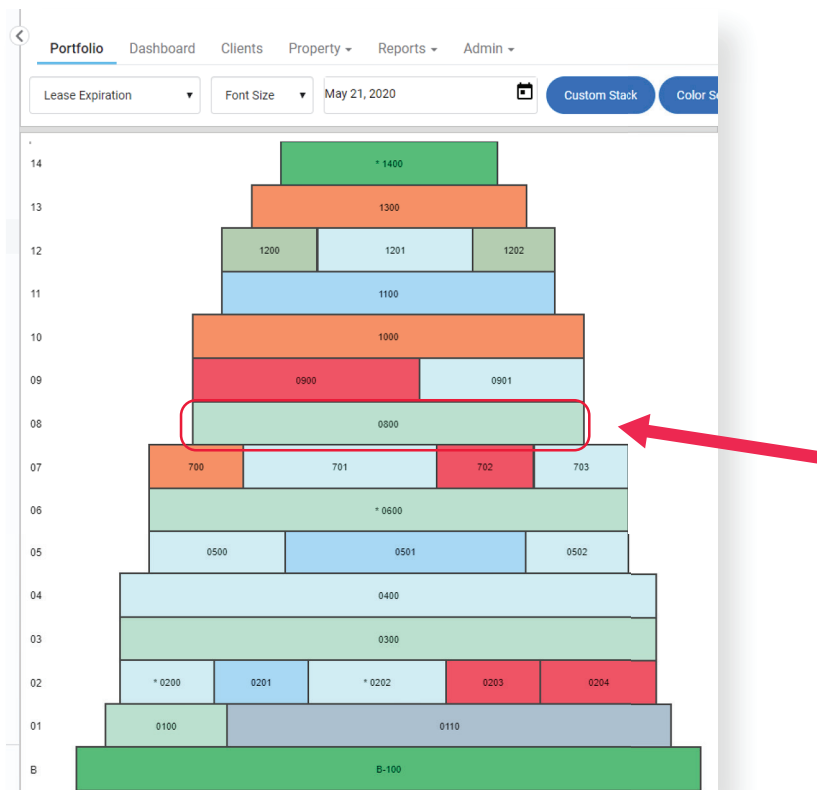
1. On the portfolio page, click on Stack View.



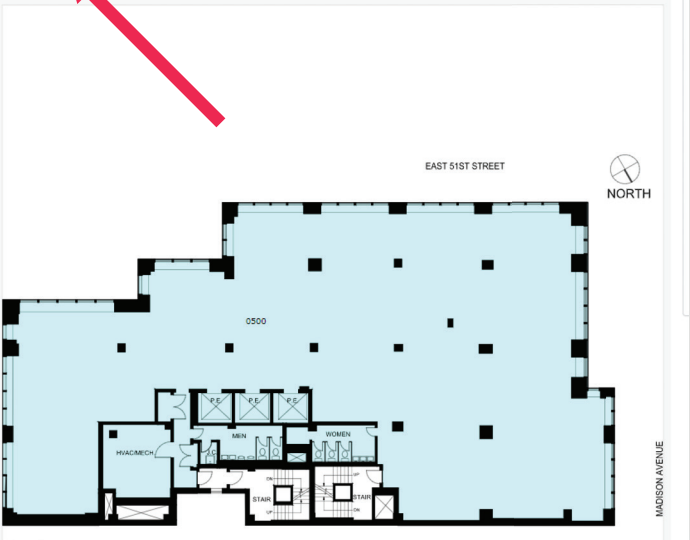2. On the stack page, select the desired suite. NOTE: Do not click on the suite numbers.

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.
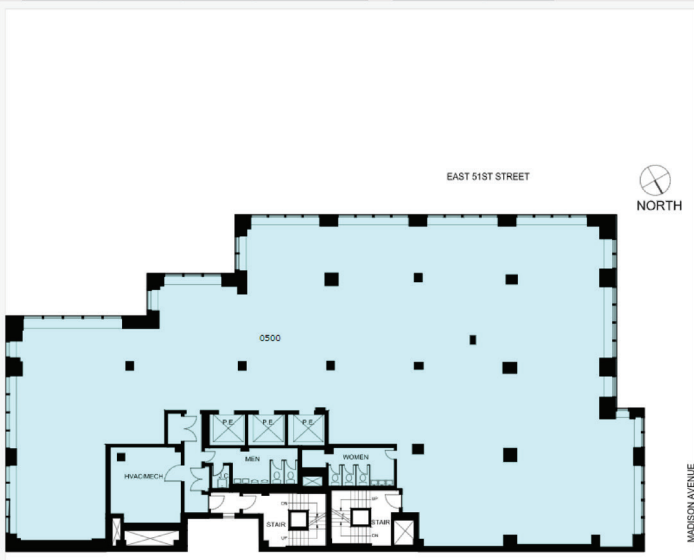


4. Select the Leasing & Marketing Plan button.

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.