

How Do I Modify Lease Information 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 WASHINGTON	33%	67%	35,450	124,560 [†]	24,646 [†]	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 [†]	397 [†]	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
Total: 22			1,556,042	7,548,515 [†]	227,756 [†]	781/1071

2. On the Stack Page, double click on the Suite you wish to modify or vacate from the chart on the right.

Suite	Tenant	Lease Exp.	Leased Area	REBNY RSF	Target RSF
1400	Commercial Realty, LLC	9/28/2019	9,000	12,415	12,450
1300	Toys R Us	12/31/9999	10,000	14,112	14,000
1200	Forever 21	5/31/2023	1,000	5,001	—
1201	Barefoot	1/1/2028	1,000	8,139	—
1202	ABC Teachers	1/1/2024	2,000	3,025	3,025
1100	Capital Investment	5/31/2020	11,000	16,203	—
1000	The Future Today	12/31/9999	10,000	18,029	—
0900	VACANT			10,445	—
0901	Jason's Space	12/31/2030	5,000	7,585	—
0800	Samsung	5/31/2020	13,000	18,382	—
700	Alliance Bernstein	12/31/9999	6,000	3,594	3,700
701	Creation Metaphors, LLC (SubT: Destruction Analogies)	7/31/2030	8,000	8,432	—
702	VACANT			4,228	—
703	Grip Collections, Inc.	7/31/2027	2,000	2,121	—

3. On the Suite Information window select Edit.

Suite Information

Details Documents Images History

123 Main Street
Floor 11, Suite 1100
BROOKLYN, NY 10016

Rent Stabilized

  

Details

Existing				REBNY			Target			
Usable Area	REBNY Usable Area	Leased SF	Full Floor Loss Factor (%)	Multi-Tenant Loss Factor (%)	Rentable SF	Full Floor Loss Factor (%)	Multi-Tenant Loss Factor (%)	Rentable SF	Full Floor Loss Factor (%)	Multi-Tenant Loss Factor (%)
11,828	11,828	11,000	-7.53	-7.53	16,203	27.00	27.00	---	---	---

Lease Summary

Lease Type	Tenant	Monthly Rent	Monthly Rent/SF	Annual Rent	Annual Rent/SF	From	To
unknown	Capital Investment	\$5,000.00	\$0.45	\$60,000.00	\$5.45	1/1/2019	5/31/2022

Contact

Company	First Name	Last Name	Email	Phone	Title
Capital Investment					

Charges 

There are no charges for this suite

 

4. To vacate a suite select **Deactivate** on the bottom left. To input a lease, the minimum information required is the **Tenant Name**, **Leased Area**, and **Lease End Date**. Once entered, click **Save**.

Lease Details

Tenant:

Suite Code:

Industry:

Leased Area:

Contact First Name:

Existing FF LF:

Contact Last Name:

Existing MT LF:

Title:

Rent:

Email:

Rent Schedule: Annual Monthly

Phone 1:

Lease Start Date:

Fax:

Lease End Date:

Subtenant:

Move in Date:

Subtenant First Name:

Lease Type:

  