



RealAccess Guide

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Portfolio Page

This will be your most common pathway to your stack and then the Floor Plans.

View your building documents. (See Page 2)

View Occupancy RSF. (See Page 3)

View Vacancy RSF. (See Page 4)

The screenshot shows a dashboard with a table of building properties. Callout boxes are placed over the interface to highlight key features:

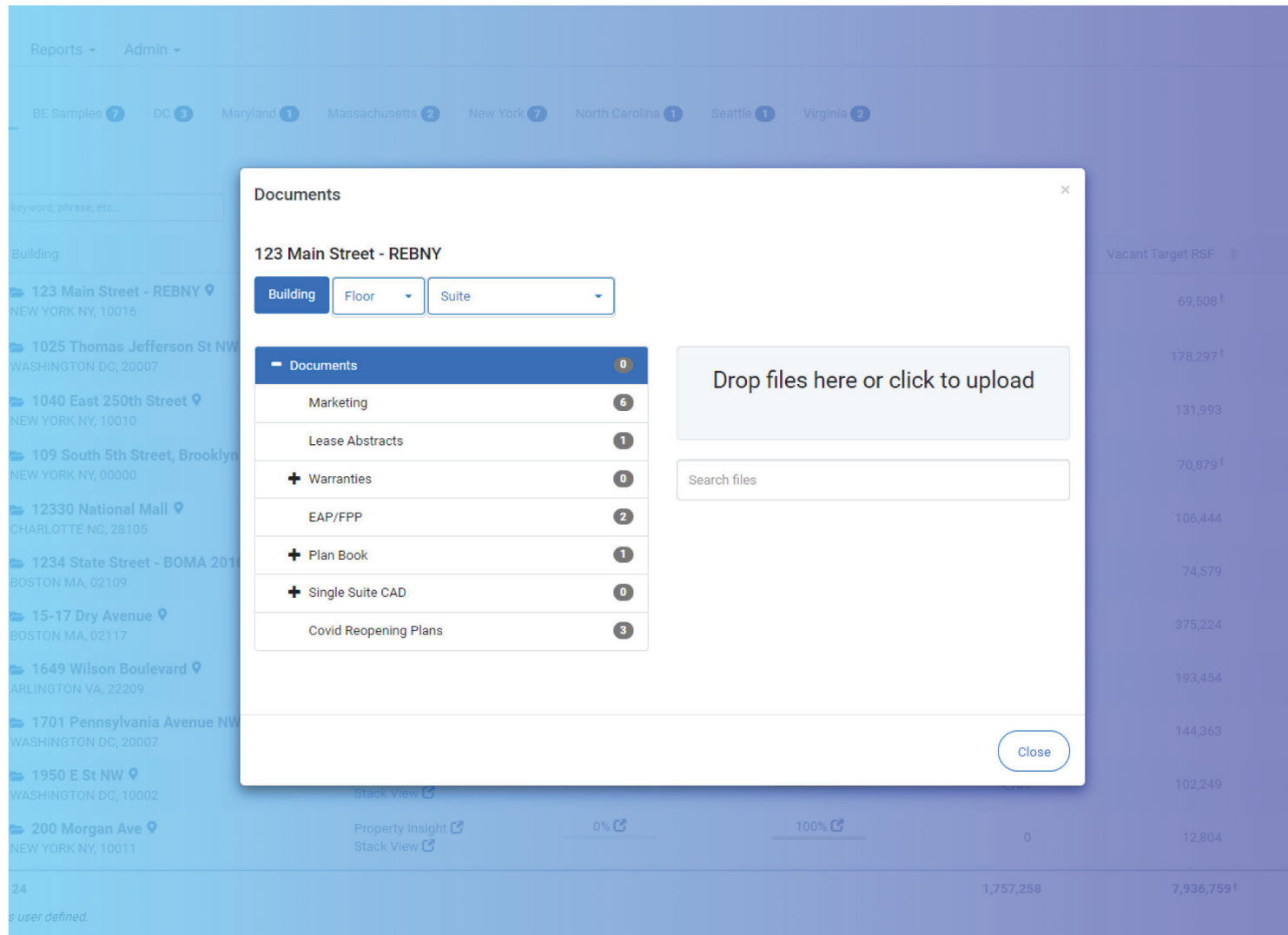
- A box on the left points to the 'Building' column header.
- A box at the top left points to the '123 Main Street - REBNY' row.
- A box at the top center points to the 'Occupancy Target RSF' column.
- A box at the top right points to the 'Vacancy Target RSF' column.
- A box at the bottom center points to the 'Property Insight Stack View' link for the '1234 State Street - BOMA 2010' row.

Building	Occupancy Target RSF	Vacancy Target RSF	Total LSF	Vacant Target RSF	Growth Potential SF	Vacant Units
123 Main Street - REBNY NEW YORK NY, 10016	72%	28%	168,958	69,508 [†]	11,236 [†] ▲	8/27
1025 Thomas Jefferson St NW WASHINGTON DC, 20007	3%	97%	1,550	178,297 [†]	4,809 [†] ▲	20/22
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 CHARLOTTE NC, 28105	45%	55%	85,879	106,444	2,089▲	36/75
1234 State Street - BOMA 2010 BOSTON MA, 02109	79%	21%	262,365	74,579	11,406▲	13/34
15-17 Dry Avenue BOSTON MA, 02117	30%	70%	163,745	375,224	-1,370▼	82/112
1649 Wilson Boulevard ARLINGTON VA, 22209	0%		0	193,454	0▼	20/20
1701 Pennsylvania Avenue NW WASHINGTON DC, 20007	8%		13,752	144,363	-616▼	74/81
1950 E St NW WASHINGTON DC, 10002	5%		4,985	102,249	412▲	45/47
200 Morgan Ave NEW YORK NY, 10011	0%	100%	0	12,804	0▼	48/48
Total: 24			1,757,258	7,936,759 [†]	180,814 [†]	857/1182

[†] This value is user defined.

Building Documents

Plan Books, EAP files, and anything else we create for you will be stored here. Additionally, you can easily create folders and upload your own relevant documentation to RealAccess's cloud storage without file size limitations. Right click on any folder name to rename or delete.



Occupancy RSF

This is a breakdown of the property's leased suites and their associated stats.

Click here to be taken directly to that suite's floor plan, aka the Interactive Floor Plan.

This is the actual square footage measured in the space.

This is the amount square feet provided by the signed lease.

This is the square footage – based on calculations provided by REBNY's guidelines or BOMA's standards – that we recommend you meet or exceed in your leasing efforts. Note: If this column is titled "Target RSF," your property is utilizing user defined values (aka, square footage). You will also see a "t" next to that number or percentage. For more information, please refer to the last page of this booklet or contact your Account Manager.

This is either the loss factor (REBNY) or load factor (BOMA) utilized on that floor.

Occupancy RSF-123 Main Street - REBNY

Floor	Suite	Tenant	Expiration	Usable Area	Leased Area	Target RSF	Target Loss Factor
Basement	B-100	ABM PARKING SVC, INC	Sep 30, 2023	8,197	8,197	8,197	
Floor 2	0200	Retail Inc. Store	Jan 31, 2026	3,912	6,000	6,055	35
Floor 2	0201	NEW LEASE	May 31, 2022	2,604	3,600	4,030	35
Floor 2	0203	Home Supplies LLC	Apr 30, 2022	2,284	3,500	3,535	35
Floor 3	0300	Telecom Industrial	Feb 24, 2021	13,716	17,200	18,789	27
Floor 4	0400	Cleaning Services	Apr 11, 2029	13,704	18,436	18,773	27
Floor 5	0500	Wind Energy LLC	Dec 31, 2030	3,557	5,400	5,494	35
Floor 5	0501	Silver Properties, INC	May 31, 2023	6,276	9,500	9,692	35
Floor 5	0502	JANOVER LLC	May 31, 2038	2,318	3,500	3,579	35
Floor 6	0600	Social Media Corp	Aug 03, 2020	13,700	18,800	18,767	27
Floor 7	700	Alliance Bernstein	May 31, 2048	2,354	3,594	3,700 ^t	36.0
Floor 7	701	Creation Metaphors, LLC (SubT: Destruction Analogies)	Jul 31, 2030	5,523	8,008	8,432	34
Total:				128,756	168,958	180,194 ^t	

^t This value is user defined.

Vacancy RSF

Similar to the Occupancy RSF, but displaying stats associated with suites yet to be leased.

Vacancy RSF-123 Main Street - REBNY

Floor	Suite	Status	Usable Area	Target RSF	Target Loss Factor
Floor 14	1400	VACANT	9,063	20,000 [†]	54.69% [†]
Floor 13	1300	VACANT	10,302	14,112	27.00%
Floor 12	1202	VACANT	1,878	3,025 [†]	37.92% [†]
Floor 11	1100	VACANT	11,828	16,203	27.00%
Floor 2	0202	VACANT	2,095	3,243	35.39%
Floor 2	0204	VACANT	1,232	1,907	35.39%
Floor 1	0100	VACANT	1,164	1,164	N/A
Floor 1	0110	UPCOMING LEASE	9,854	9,854	N/A
Total:			47,416	69,508[†]	

[†] This value is user defined.

Close

Stack Page

Drop down menu shows different Stack Views.

View different data points on the Stack.
(See page 6)

Click to view lease information.
(See page 7)

The screenshot displays the 'Stack Page' interface. At the top, there is a navigation bar with 'Portfolio', 'Dashboard', 'Clients', 'Property', 'Reports', and 'Admin'. On the right, there are buttons for '123 Main Street' and 'Email Digest'. Below the navigation, there is a 'Lease Expiration' dropdown menu, a 'Font Size' dropdown, and a date field set to 'June 15, 2020'. There are also 'Custom Stack' and 'Color Settings' buttons.

The main content area is divided into three sections:

- Stack Chart:** A pyramid-shaped chart showing the distribution of lease areas across different floors (labeled 01 to 14). Each floor is represented by a horizontal bar divided into colored segments representing different lease areas. For example, floor 06 has segments for 0500, 0501, and 0502. The segment for 0600 is highlighted with a red box and an asterisk (*).
- Data Table:** A table with columns: Suite, Tenant, Lease Exp., Leased Area, REBNY RSF, and Target RSF. The row for suite 1201 is highlighted with a red box, showing a tenant 'Grip Collections, Inc.', a lease expiration of 10/31/2031, and a leased area of 8,000 SF.
- Pie Chart:** A pie chart showing the distribution of lease areas by expiration date. The legend includes: Vacant - 59,654 SF (23.89%)*, Mo-To-Mo - 2,222 SF (0.89%)*, Less than 1 Year - 66,030 SF (26.44%), Less than 3 Years - 17,257 SF (6.81%), Less than 5 Years - 8,197 SF (3.28%), 5 Years or More - 86,488 SF (34.64%)*, and Upcoming - 8,854 SF (3.95%).

Callouts provide additional information:

- The 'Lease Expiration' dropdown menu shows different Stack Views.
- The 'Custom Stack' button allows users to view different data points on the Stack.
- The asterisk (*) denotes suite options on the Lease Details page.
- Clicking into a space in the stack chart views the Interactive Floor Plan.

Expanded Stack Page

Select data points to display on the Stack.

Export preferences.

Formatting options related to exporting as a PDF.

Suite Options

703	ROFO
0600	Option to Renew 60 days after end date
0200	RFR STE900

123 Main Street - REBNY Lease Expiration 6/15/2020

Legend:

- Vacant - 52,069 RSF (21.3%)
- Less than 3 Years - 17,257 RSF (7.0%)
- 5 Years or More - 86,382 RSF (35.3%)
- Mo To Mo - 5,001 RSF (2.0%)
- Less than 5 Years - 6,197 RSF (3.3%)
- Upcoming - 9,054 RSF (4.0%)
- Less than 1 Year - 66,030 RSF (27.0%)

Export Options:

Download as PDF | Email as PDF | Export to Excel

Display Options:

Suite # REBNY Usable SF Suite Options
 REBNY RSF Tenant Name Annual Rent
 Target RSF Leased SF Annual Rent/SF
 Usable SF Lease Expiration Subtenant

Print Options:

Paper Size: Letter (8.5 x 11) | Orientation: Portrait

Customize Layout:

Stack Alignment: Left | Center | Right

Text Align: 6

Font Size: 39

Stack Width: 2550

Minimum Suite Width: 3608

Lease Details

View a suite's lease information.

Modify a suite's lease information.
(See page 7)

Review and reactivate previous leases.

Suite Information

123 Main Street
Floor 01, Suite 0110
NEW YORK, NY 10016

Details Documents Images **History** Upcoming Leases

Edit Print

Details

Existing					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 (%)
9,854	9,854	9,000	-9.49	-9.49	9,854	0.00	0.00	---	--	--

Lease Summary

Lease Type	Tenant	Monthly Rent	Monthly Rent/SF	Annual Rent	Annual Rent/SF	From	To
Upcoming	ABC CARPET	\$8,333.33	\$0.93	\$100,000.00	\$11.11	8/1/2020	2/28/2045

Contact

Company	First Name	Last Name	Email	Phone	Title
ABC CARPET					

Charges

+

There are no charges for this suite

Close

Modifying Lease Details

Tenant Area, Leased Area, Lease Start Date, and Lease End Date are required fields.

Note: Selecting Mo-to-Mo will automatically change the Lease End Date to 12/31/9999, our default date for month-to-month leases.

Lease Details

Tenant: ABC CARPET

Suite Code: 0110

Industry: Apparel & Accessories

Leased Area: 9000.00

Contact First Name:

Contact Last Name:

Title:

Email:

Phone 1:

Fax:

Subtenant:

Subtenant First Name:

Subtenant Last Name:

Existing FF LF: 0.00

Existing MT LF: 0.00

Rent: 100000.00

Rent Schedule: Annual Monthly

Lease Start Date: 08/01/2020

Lease End Date: 02/28/2045

Move in Date: 02/17/2020

Lease Type: Upcoming

EC Date:

Professional:

Deactivate Close Save

Click to assign a space as Vacant.

Click to save details.

Interactive Floor Plan

Similar to the Stack's view type except for Space Categories, which gives you square footage optics on the rentable and non-rentable spaces on the floor.

Select different floor plan scenarios to view.

Click to export single suite PDFs, lease exhibits, and marketing flyers.

Click to view/edit/delete lease information. Please see instructions on Lease Details page. (Page 7-8)

123 Main Street | Email Digest

View Type: Lease Expiration | Floor: Floor 7 | Scenario: Master Drawing | Font: 22 | Hatch: 1 | Leasing & Marketing Plans

Display | Search | Reload | Reset | Export | Email | Report an Issue | Calculator | Draw

NORTH

Suite	Tenant	LXP	USF	LSF	REBNY RSF	Target RSF
700	Alliance Bernstein	5/31/2048	2,354	3,594	3,594	3,700
701	Creation Metaphors, LLC (SubT: Destruction Analogies)	7/31/2030	5,523	8,000	8,432	---
703	Grip Collections, Inc.	7/31/2027	4,159	2,000	6,349	---

5 Years or More: 100.0%

* This value is user defined.

MADISON AVENUE

Navigate through your building.

Email a PDF or CAD file directly.

Select various data points to view on floor plan.

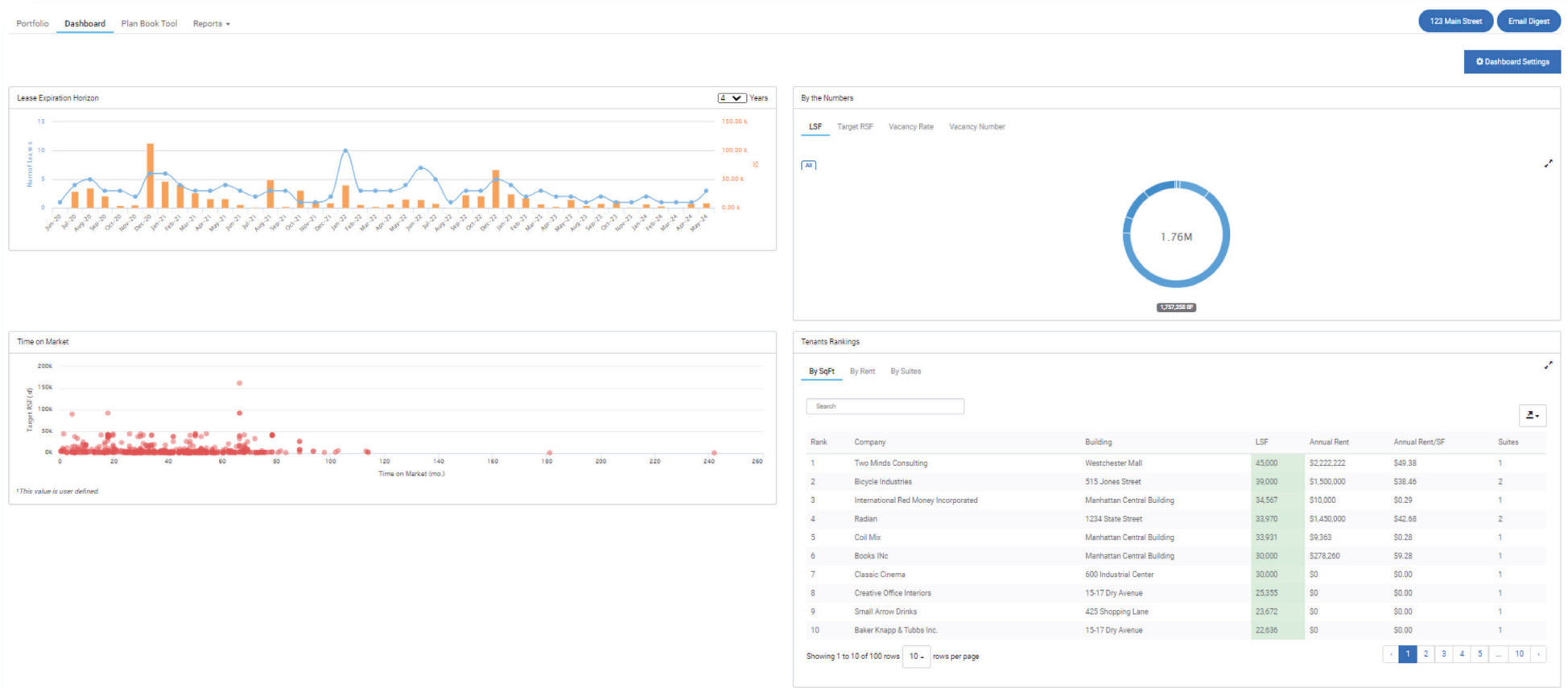
Click to export full floor PDF & CAD files.

Clicking on a space on the Floor Plan will give you a snap shot of the suite and lease details.

Hot Keys:
 Shift + Left Mouse Click = Ability to move text around on the Floor Plan.
 Ctrl + Left Mouse Click = Hatches a space.
 Alt + Left Mouse Click and Drag = Draws a dimensional line on the Floor Plan that is accurate within 1-3 inches.

Dashboard

A visual breakdown of the lease data seen throughout the platform. All graphs are clickable, allowing you to dive deeper into the property and/or portfolio information.



Reports

View different reports such as Property Overview and Lease Building Summary.

All reports available in various formats such as Excel, PDF, and more.

The screenshot displays a software interface with a navigation bar at the top containing 'Clients', 'Property', 'Reports', and 'Admin'. A dropdown menu is open under 'Reports', listing options: 'Property Overview', 'Floor Details', 'Summary By Suite', 'Summary By Date', 'Summary By Floor', 'Summary By Vacancy', 'Existing Conditions', and 'Suite Options'. The main content area shows a report titled 'PROPERTY OVERVIEW REPORT' for '123 Main Street', dated 'Tuesday, June 16, 2020'. The report includes a table with columns 'BUILDING OVERVIEW' and 'SQUARE FT'. A toolbar with various icons, including a document icon with a dropdown arrow, is visible above the report content.

	BUILDING OVERVIEW	SQUARE FT
(A)	OFFICE USABLE AREA	156,957
(B)	FLOOR COMMON AREA	7,715
(C)	OFFICE REBNY USABLE	164,672
(D)	RETAIL / STORAGE AREA	19,215
(E)	BUILDING COMMON AREA	13,998
(F)	VERTICAL PENETRATIONS	15,431
(G)	GROSS BUILDING AREA	213,316
(H)	OFFICE LEASED AREA	160,761
(I)	RETAIL / STORAGE LEASED AREA	8,197
(J)	TOTAL LEASED AREA	168,958
(K)	TARGET VACANT AREAS	69,508 ¹
(L)	TARGET OFFICE RENTABLE AREA	230,487 ¹
(M)	REBNY RETAIL / STORAGE AREA	19,215
(N)	TARGET RENTABLE AREA	249,702¹

Target Rentable Square Footage

Define your own Target Rentable Square Footage in RealAccess:

Traditionally, a loss factor would define the Rentable Square Footage for all your suites. Now, with Target Rentable Square Footage (TRSF), your spaces' size determines your loss factor.

Utilizing a modified approach to REBNY's guidelines and BOMA standards, RealAccess frees you from tradition, allowing you to customize your Target Rentable Square Footage and move towards a future with higher gains and improved success.

Please speak with your Account Manager for more information and implementation.