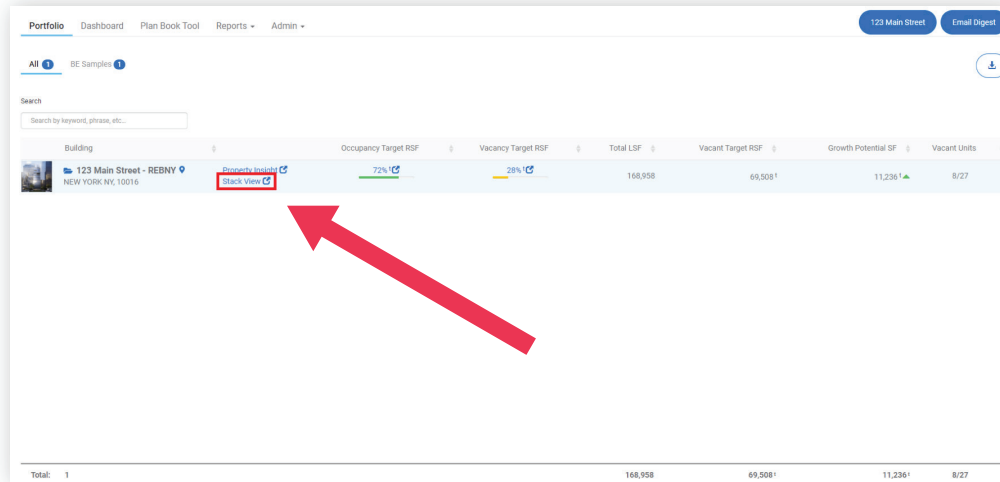


How Do I Access Documents from Expired Leases?

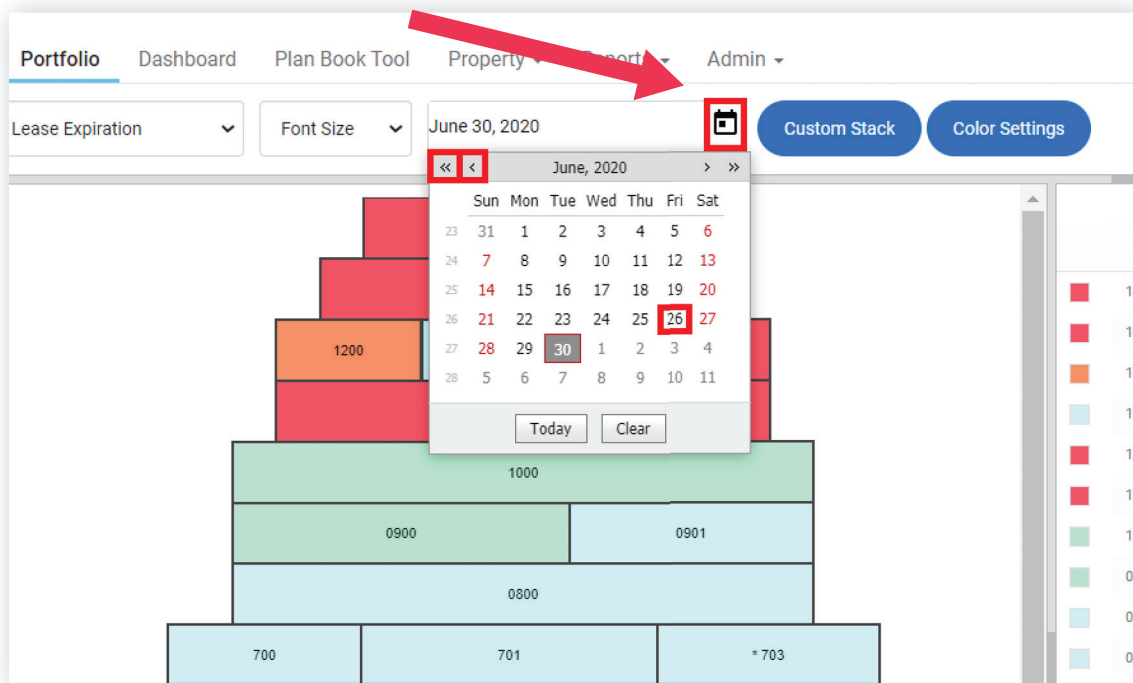
1. Go to the **Stack View** from the Portfolio page.



2. Use the calendar icon to manipulate the date of the stack.

3. Using the **Left Directional Arrows** select a **Month** and **Year** that predates the lease expiration of the suite.

4. Select a day on the calendar.



5. Select the **Tenant** on the right to access the Suite Information Window.

The screenshot shows a software interface with a floor plan on the left and a tenant list on the right. The floor plan is a grid of rooms, with a red arrow pointing from a room to the tenant list. The tenant list is a table with columns: Suite, Tenant, Lease Exp, Leased Area, REBNY RSF, and Target RSF. A red box highlights the first row of the tenant list, which is Suite 1400, Running Girl Power Industries, with a lease expiration of 4/12/2016. A red arrow points from this row to the Suite Information window.

Suite	Tenant	Lease Exp	Leased Area	REBNY RSF	Target RSF
1400	Running Girl Power Industries	4/12/2016	7,918	12,415	20,000
1300	Refuge	10/31/2015	8,000	14,112	—
1200	Running Blob Inc	12/31/2017	10,846	5,001	2,222
1201	Grip Collections, Inc.	10/31/2031	8,000	8,139	—
1202	Top Fashion of NY Inc.	3/30/2021	3,000	3,025	3,025
1100	VACANT			16,200	—
1000	Ultramarine Global	2/28/2016	9,200	18,029	—
0900	Live Solitude Technologies	9/30/2020	9,200	10,445	—
0901	Jasson's Space	12/31/2030	7,500	7,585	—
0800	Gold Supremy Factory	2/28/2016	9,200	18,382	—
700	VACANT			3,594	3,700
701	Creation Metaphors, LLC (Sub F: Destruction Analoges)	7/31/2030	8,000	8,422	—
703	VACANT			6,349	—
0600	Blindfold	4/19/2017	9,250	18,767	—
0500	Wind Energy LLC	12/31/2030	5,400	5,494	—
0501	Silver Properties, INC	5/31/2023	9,500	9,692	—
0502	VACANT			3,579	—
0400	Cleaning Services	4/11/2029	18,436	18,773	—
0300	VACANT			18,789	—
0200	Cynthia Test	1/24/2017	1,980	6,055	—
0201	VACANT			4,050	—

6. Click on the **Documents** tab to access all documents stored during the lease period.

The screenshot shows the Suite Information window for Suite 1400. The Documents tab is selected and highlighted with a red box. A red arrow points to the Documents tab. The window displays details for Suite 1400, including the address (123 Main Street, Floor 14, Suite 1400, NEW YORK, NY 10016) and a table of lease 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 (%)
9,063	9,063	0	0.00	0.00	12,415	27.00	27.00	20,000	54.69	54.69

Lease Type	Tenant	Monthly Rent	Monthly Rent/SF	Annual Rent	Annual Rent/SF	From	To
Actual	Running Girl Power Industries	\$733.25	\$0.09	\$8,799.00	\$1.11	8/1/2000	4/12/2016

Company	First Name	Last Name	Email	Phone	Title
Running Girl Power Industries	Sally	Wong			

7. Select the document you wish to download on the right.

The screenshot shows the Suite Information window with the Documents tab selected. A red arrow points to a document named 'test.txt' in the list of documents. The document is highlighted with a red box. The window displays a list of documents and a search bar.

Documents
+ Sub

Drop files here or click to upload

Search files

test.txt	0.01 KB
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