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Addendum A — REportfolio Reports

This addendum provides descriptions and examples REportfolio's reports, including instructions on how to access each report.



Many of REportfolio's reports can contain data from a Found Set, which will be the records resulting from your last Find operation using a given screen.

This table briefly describes REportfolio's reports, notes the screens that the reports are created from, and summarizes how Find operations can be used to generate the reports.

Report	Purpose	Screens Created From	Application of Find Operation
Site Directory report	Prints a list of sites, including site addresses	– Menu of Reports screen	– Report data will be for Found Set from Find operation using Site List screen – Data for all sites will be included if no Find operation performed
Contact List report	Prints a list of Site and Lease Contacts, including contact information, and applicable sites and leases	– Menu of Reports screen – Site Contacts screen – Site and Lease Contacts screen	When created from Menu of Reports screen: – Report data will be for Found Set from Find operation using Site List screen
Site Summary report	Prints key site information, including site addresses, upcoming Site Reminders and Lease Key Dates, a list of each site's leases, and a list of Site and Lease Contacts	– Menu of Reports screen – Site Overview screen – Site Property Information screen – Site Property Information Enlarged Image screen	– Data for all sites will be included if no Find operation performed When created from other screens: – Find operation has no effect

Report	Purpose	Screens Created From	Application of Find Operation
Lease Abstract Summary report	Prints a summary of lease abstract information, including lease terms and lease financials	<ul style="list-style-type: none"> – Menu of Reports screen – Lease Information Part 1 screen – Lease Information Part 2 screen 	<p>When created from Menu of Reports screen:</p> <ul style="list-style-type: none"> – Report data will be for Found Set from Find operation using Site List screen or Lease List screen – Data for all sites and leases will be included if no Find operation performed <p>When created from other screens:</p> <ul style="list-style-type: none"> – Find operation has no effect
Key Date report	Prints Site Reminders and Lease Key Dates	<ul style="list-style-type: none"> – Menu of Reports screen 	<ul style="list-style-type: none"> – Report data will be for Found Set from Find operation using Site List screen – Data for all sites and leases will be included if no Find operation performed
Lease Area report	Prints USFs and RSFs for leased and owned properties	<ul style="list-style-type: none"> – Menu of Reports screen – Lease Area Breakdown screen 	<p>When created from Menu of Reports screen:</p> <ul style="list-style-type: none"> – Report data will be for Found Set from Find operation using Site List screen – Data for all sites and leases will be included if no Find operation performed <p>When created from the Lease Area Breakdown screen:</p> <ul style="list-style-type: none"> – Find operation has no effect
Subtenant Summary report	Prints a list of subleased properties, including sublease start and expiration dates, subtenants, and sublease rents	<ul style="list-style-type: none"> – Menu of Reports screen 	<ul style="list-style-type: none"> – Report data will be for Found Set from Find operation using Site List screen – Data for all sites and leases will be included if no Find operation performed

Report	Purpose	Screens Created From	Application of Find Operation
Insurance Requirements report	Prints a list of lease insurance requirements and coverages	– Menu of Reports screen	<ul style="list-style-type: none"> – Report data will be for Found Set from Find operation using Site List screen – Data for all sites and leases will be included if no Find operation performed
Bar Chart report	Prints a Bar Chart providing graphical comparison of key site and lease data: <ul style="list-style-type: none"> – Annual lease cost per RSF – Lease cost per month – Lease cost per year – Lease RSFs – Lease headcount – Lease RSF per person – Lease expiration dates 	– Menu of Reports screen	
Lease Cost Forecast report	Prints a forecast of future yearly lease costs	– Menu of Reports screen	
12 Month Lease Cost Forecast report	Prints a 12 month forecast of lease costs	– Menu of Reports screen	
Lease Commitments report	Prints a list of paid, and remaining committed and unpaid lease costs	– Menu of Reports screen	
Lease Security Deposits report	Prints a list of lease security deposits	– Menu of Reports screen	<p>When created from Menu of Reports screen (goes to Lease Payments screen) and Lease Payments screen:</p> <ul style="list-style-type: none"> – Report data will be for data shown on screen – Find operation will affect screen data and resulting report <p>When created from Payments History screen:</p> <ul style="list-style-type: none"> – Find operation has no effect
Payments report	Prints a list of lease payments for all leases, including site locations, cost accounts, and payees	<ul style="list-style-type: none"> – Menu of Reports screen – Lease Payments screen – Payments History screen 	

Report	Purpose	Screens Created From	Application of Find Operation
Payments 2 Month Comparison report	Prints a comparison of two consecutive month's lease payments, including cost accounts	– Menu of Reports screen	<ul style="list-style-type: none"> – Report data will be for Found Set from Find operation using Site List screen – Data for all sites and leases will be included if no Find operation performed
Accounts Receivable report	Prints a list of sublease Accounts Receivable income payments, including payment types, cost accounts, and invoices	<ul style="list-style-type: none"> – Menu of Reports screen – Sublease Accounts Receivable Billing and Receipts screen 	(Menu of Reports screen goes to Sublease Accounts Receivable Billing and Receipts screen) <ul style="list-style-type: none"> – Report data will be for data shown on screen – Find operation will affect screen data and resulting report
Accounts Receivable Statement report	Prints a list of Accounts Receivable income payments for a sublessee, including cost accounts and invoices	– Menu of Reports screen	Find operation has no effect
Accounts Receivable Aging Report	Prints a list of sublease Accounts Receivable income payments, including ranges of days that show which payments are overdue and by how much	– Menu of Reports screen	Find operation has no effect
Site List report	Prints a list of sites, including site locations, and each site's leases and lease expiration dates	– Site List screen	<ul style="list-style-type: none"> – Report data will be for data shown on screen – Find operation will affect screen data and resulting report
Site Images report	Prints site images	<ul style="list-style-type: none"> – Site Property Information screen – Site Property Information Enlarged Image screen 	Find operation has no effect
Site Reminders report	Prints Site Reminders for a site	– Site Reminders screen	

Report	Purpose	Screens Created From	Application of Find Operation
Lease Abstract-Rent/Financial Schedule report	Prints a summary of overall lease costs and financials, including current month lease costs, remaining unpaid lease cost, and the lease term	– Lease Financial screen	Find operation has no effect
Lease Abstract-Schedule of Lease Key Dates report	Prints upcoming and missed Lease Key Dates	– Lease Key Dates screen	
Lease Terms and Conditions report	Prints Lease Terms and Conditions	– Lease Terms and Conditions screen	
Contact Data Sheet report	Prints contact information for a Site Contact or Lease Contact	– Site/Lease Contact Information screen – Site and Lease Contact Information screen	
Lease Documents report	Prints a list of document files attached to a lease	– Lease Documents screen	
Key Date Alert report	Prints Key Date Alerts for upcoming Site Reminders and Lease Key Dates	– Key Date Alerts screen	– Report data will be for data shown on screen – Find operation will affect screen data and resulting report
Lease Cost Account Codes report	Prints a list of cost accounts	– Chart of Cost Accounts screen	
FX Rate List report	Prints a list of currencies and exchange rates used in REportfolio FX	– Foreign Exchange Rates screen	



The Menu of Report screen, and most of the other REportfolio screens are covered in Chapter 4 – Section 4.2 – REportfolio screens in Detail; the Foreign Exchange Rates screen is covered in Section 4.3 – Handling Lease Financials Using Foreign Currencies.

A.1 Site Directory Report

The Site Directory report prints a list of sites, including site addresses and geographic regions.

To create and print this report, select the **Site Directory** button on the Menu of Reports screen. The sites included in the report will be the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then all sites will be included.

An example Site Directory report is shown on the next page:

ABC Company SITE DIRECTORY						January 26, 2005
Site # / Name	Address	City	State	Zip	Region	
1002	Brent Center Plaza	123 Serra Monte	San Jose	CA	60606-1212	Eastern
1004	Indianapolis HQ	2 Hoosier Way	Indianapolis	IN		Midwest
1005	Columbia Center	6801 Huron River Drive	Columbia	MD		Eastern
1006	Johnson Tower	1102 Hasper Drive	Myrtle Beach	SC		Southeast
1008	Raleigh - Branch	5807 Chevy Chase Park	Raleigh	NC	12345-6789	Southeast
1010	Niemi Point II	500 Pittsburgh Avenue	Berlin	PA	Niemi	Eastern
1012	Sorich Blvd Tower	2000 Sorich Boulevard	Toronto	ON		Canada
1014	Seth Zurer Institute	5881 Institute Way	Chicago	IL	20015	Midwest
1017	Rochester	Gateway Business Center LLC	Rochester	NY	14614	Eastern
1019	Winston Salem	2150 Country Club Road, Suite 335	Winston Salem	NC		Southeast
1021	Upland	440 N. Mountain Ave., Suite 114	Upland	CA	91786	Pacific
1023	Vancouver	2801 SE Columbia Way	Vancouver	WA	98661	Pacific
1025	Fort Worth	5650 N. Riverside Drive, Suite 220	Fort Worth	TX		Midwest
1027	Shreveport	6003 Financial Plaza	Shreveport	LA		Southeast
1028	Sugarland	Houston	Sugarland	TX	77478	Midwest
1033	Salinas	Salinas 90	Salinas	CA	93905	Pacific
1037	Chicago	435 North Michigan Ave	Chicago	IL	60611	Midwest
1055	Albuquerque	Albuquerque 129	Albuquerque	NM	65544	Mountain
1056	Orlando	5850 T.G. Lee Boulevard, Suite 145	Orlando	FL	32822	Southeast
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Site Directory Report

A.2 Contact List Report

The Contact List report prints a list of Site and Lease Contacts, including contact types, titles, phone numbers, and email addresses. There are two versions of this report:

- A site report that groups the Site and Lease Contacts by site, and also shows applicable leases
- A simple report that provides a basic, ungrouped, list of Site and Lease Contacts

To create and print this report, select the:

- **Directory of Contacts** button on the Menu of Reports screen, which prints the site report. The Site and Lease Contacts included in the report will be those belonging to the Found Set of sites, and the sites' leases, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then Site and Lease Contacts for all sites and leases will be included.
- **Print** Top Menu button on the Site Contacts screen, or the **Print List** Top Menu button on the Site and Lease Contacts screen, which will print the simple report. The Site and Lease Contacts listed in the report will be those listed on the screen. Find operations have no effect on the report when it is printed from these screens.

Examples of the Contact List report are shown on the following pages:

ABC Company
CONTACT LIST

January 26, 2005

Type	Contact Name / Title / Company	Contact Info
Site #1002 Brent Center Plaza San Jose , CA USA		
Landlord	Lease: Wizard Health Spa Winter St. Properties	phone : (218) 721-3237
Landlord	Lease: Wendy's Hair Salon Luther K. Wise WISECO, Inc.	phone : (406) 248-8251 fax : (406) 248-2684
Ofc Head	Site Contact Mike Strezo CEO Ameritran	phone : (312) 527-0200 fax : (312) 527-0209 email : mstrezo@atran.com
Site Contact	Site Contact James Zurer Building Manager US Management Corp	phone : (773) 562-5666 fax : (773) 562-5660 email : seth@usmg.com
Landlord	Lease: San Jose Art Gallery Winslow Shopping Center c/o Inverness, L.L.C.	phone : (602) 222-9495 fax : (602) 222-9668
Site #1004 Indianapolis HQ Indianapolis, IN USA		
Utility	Site Contact ComEx	fax : 415-981-1004
Landlord	Site Contact Indiana State Retirement Fund	
Landlord	Lease: Indianapolis Robert Burgess Artesia Mini-Warehouse	phone : (505) 746-9611
Site #1008 Raleigh - Branch Raleigh, NC USA		
Landlord	Lease: Raleigh - Branch Big Country Mini Storage	
Landlord	Lease: Raleigh Branch Sublease Chris Gittings Browning, Kaleczyc, et al	phone : (406) 443-6820 fax : (406) 443-6882
Landlord	Lease: Specialty Tech Bureau County Farm Bureau	phone : (815) 875-6468 fax : (815) 872-5809

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Contact List Report – by Site

ABC Company

CONTACT LIST

January 26, 2005

Type	Contact Name / Title / Company	Contact Info
Ofc Head	Mike Strezo CEO Ameritran	phone : (312) 527-0200
		fax : (312) 527-0209
		email : mstrezo@atran.com
Site Contact	James Zurer Building Manager US Management Corp	phone : (773) 562-5666
		fax : (773) 562-5660
		email : seth@usmg.com

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Contact List Report – Simple

A.3 Site Summary Report

The Site Summary report prints key site information for one or more sites. This report shows the site locations and addresses, building information, upcoming Site Reminders and Lease Key Dates, a list of each site's leases, and a list of Site and Lease Contacts.

To create and print this report, select the:

- **Batch of Site Summaries** button on the Menu of Reports screen. The site summaries included in the report will be for the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then summaries for all sites will be included.
- **Print** Top Menu button on the Site Overview screen. This prints the report for just the site displayed on the screen. Find operations have no effect on the report when it is printed from this screen.
- **Print** Top Menu button on the Site Property Information screen or the Site Property Information Enlarged Image screen. This first displays a dialog box, asking you to choose the Site Summary report or the Site Images report (described in Section A.20, below). If you select the Site Summary report, the report will be printed for the site displayed on the screen. Find operations have no effect on the report when it is printed from one of these screens.

An example Site Summary report is shown on the next page:

ABC Company		January 26, 2005						
SITE SUMMARY								
Site #	1002	Type	OWN					
Site Name	Brent Center Plaza	Primary Use	Mixed					
Address	123 Serra Monte	Status	Active					
City	San Jose	Upcoming Key Dates						
State / Prov	CA	Date	Type/Lease					
Zip Code	60606-1212	02/25/05	Site Reminder -- Annual cost forecast report due to					
County		03/12/05	Site Reminder -- Scheduled fire inspection					
Country	USA	01/01/06	Lease Expire / San Jose Art Gallery					
Region	Eastern	01/01/06	Lease Expire / Wendy's Hair Salon					
Building Info		Notes						
Building Name	Brent Center Plaza	All around great building.						
Year Built	7/25/2003 # Stories 8							
Bldg SQFT	26,500							
Type								
HVAC								
Security								
Sprinklers	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unknown							
ADA	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unknown							
ADA Notes								
Site Leases -- 3 Active Leases (3 Total)								
ID#	Name	Type	Status	RSF	Start	Expire	\$ / SF	KD
1002S3	Wizard Health Spa	Tenant	Occupied	(8,750)	03/01/03	05/03/10	\$ 18.51	5YR+
1002S1	San Jose Art Gallery	Tenant	Occupied	(5,500)	10/15/01	01/01/06	\$ 15.70	340
1002S3	Wendy's Hair Salon	Tenant	Occupied	(4,500)	10/20/99	01/01/06	\$ 19.20	340
Active Site RSF				(18,750)				
Site Contacts								
Type	Name	Company	Phone	Fax	Email			
Ofc Head	Mike Strezo	Ameritrans	(312) 527-0200	(312) 527-0209	mstrezo@atran.com			
Site Contact	James Zurer	US Management Corp	(773) 562-5666	(773) 562-5660	seth@usmg.com			
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Site Summary Report

A.4 Lease Abstract Summary Report

The Lease Abstract Summary report prints a summary of information belonging to one or more lease abstracts. The data contained in this report includes lease terms, lease costs and financials, property addresses, USF and RSF areas, payee information, storage and parking information, headcount, and security deposit information.

There is a one page summary version and a detailed version of this report. In addition to the data contained in the one page summary report, the detailed report also contains a list of Lease Key Dates.

To create and print this report, select the:

- **Batch of Lease Abstracts** button on the Menu of Reports screen. The leases included in the report will be the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen, or to the Found Set of leases, resulting from your last Find operation using the Lease List screen. If you did not execute a Find operation, or if you quit out of Find mode, then abstract summaries for all leases will be included.
- **Abstract** Top Menu button on the Lease Information Part 1 screen and the Lease Information Part 2 screen. This first displays a dialog box, asking you to choose the Lease Abstract Summary report for the lease displayed on the screen, or a report for every lease belonging to the site. Find operations have no effect on the report when it is printed from these screens.

Printing the report from any of these screens first displays a dialog box, asking you to choose the one page summary report or the multiple page detailed report.

Example Lease Abstract Summary reports are shown on the following pages:

ABC Company		February 12, 2005	
LEASE ABSTRACT SUMMARY			
Lease #	10011	Lease	Lease Term
Name	Indianapolis	Start Date	Mar 01, 1996
Address	2 Hoosier Way	Expiration	May 03, 2005 80days left
		Term	9.17 years = 110.1 months
City	Indianapolis	Area Calculation	<input checked="" type="radio"/> sq feet <input type="radio"/> sq meters
State / Prov	IN	Floor / Dept	Use Rent Pct
Zip Code		Corporate	12,625 13,665 100%
Region	Midwest		
Lease Status	Occupied		
Payee			
Phone #			
Fax #			
Storage & Parking			
Storage Sq Ft		Lease Area sq feet	12,625 13,665
Cost <input checked="" type="radio"/> Monthly <input type="radio"/> Annual	\$ 0	Lease Total RSF	12,625 13,665
Notes		Add-On Factor	8.24%
No. of Parking Spaces		Headcount	current future
Cost <input checked="" type="radio"/> Monthly <input type="radio"/> Annual	\$ 0	Headcount	38 47
Notes		RSF / Person	359.6 290.7
Comments			
Security Deposit			
Amount	\$ 43,233.81		
Type / Notes			
Current Financial Summary			
From	To	RSF	Cost Type Type Amount \$ Notes
07/01/96	07/02/07	13,665	Base Rent MO \$ 13,665.00
<div style="text-align: right;"> Current Month \$ \$ 13,665.00 = \$ 12.00 Annual \$ / RSF </div>			
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Lease Abstract Summary Report – One Page Summary

ABC Company		LEASE ABSTRACT SUMMARY		February 12, 2005	
Lease #	10011	Lease	Lease Term		
Name	Indianapolis		Start Date	Mar 01, 1996	
Address	2 Hoosier Way		Expiration	May 03, 2005	80days left
			Term	9.17 years = 110.1 months	
City	Indianapolis	State	IN		
Zip Code			Area Calculation		
Region	Midwest		<input checked="" type="radio"/> sq feet <input type="radio"/> sq meters		
Lease Status	Occupied		Floor / Dept	Use	Rent Pct
			Corporate	12,625	13,665 100%
Payee					
Phone #					
Fax #					
Storage & Parking			Lease Area sq feet	12,625	13,665
Storage Sq Ft			Lease Total RSF	12,625	13,665
Cost	<input checked="" type="radio"/> Monthly <input type="radio"/> Annual	\$ 0	Add-On Factor	8.24%	
Notes			Headcount	current	future
No. of Parking Spaces			Headcount	38	47
Cost	<input checked="" type="radio"/> Monthly <input type="radio"/> Annual	\$ 0	RSF / Person	359.6	290.7
Notes			Notes		
Security Deposit					
Amount	\$ 43,233.81				
Type / Notes					
Current Financial Summary					
From	To	Type	RSF	Cost Type	Amount USD x Rate = USD Notes
07/01/96	07/02/07	MO	13,665	Base Rent	13,665.00 1.0000 \$ 13,665.00
Current Month (02/05) \$ 13,665.00 = \$ 12.00 Annual \$ / RSF					
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Lease Abstract Summary Report – Detailed (Part 1 of 2)

ABC Company

LEASE ABSTRACT SUMMARY -- KEY LEASE DATES

February 12, 2005

02/11/05 -- Right of First Offer -- ** PAST ** (Notify: 01/29/05)
Make sure to consult Dave

05/03/05 -- Lease Expire -- 80 days left.
Decide whether to remodel east wing or allow lease to expire

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Lease Abstract Summary Report -- Detailed (Part 2 of 2)

A.5 Key Date Report

The Key Date report prints a list of upcoming and missed Site Reminders and Lease Key Dates, including the applicable sites and leases, Site Reminder and Lease Key Date types, and comments.

To create and print this report, select the **Key Date Report** button on the Menu of Reports screen. The button displays a dialog box asking you to select the timeframe encompassing the Key Dates to be included in the report. Based on your response to this dialog box, the Key Dates contained in the report will be any missed Site Reminders and Lease Key Dates, and upcoming Site Reminders and Lease Key Dates as follows:

- All upcoming Key Dates
- Key Dates up-to 90 days from the current date
- Key Dates up-to one year from the current date

The Key Dates included in the report will be for the Found Set of sites, and the sites' leases, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then Site Reminders and Lease Key Dates for all sites and leases will be included.

An example Key Date report is shown on the next page:

ABC Company KEY DATE REPORT		January 26, 2005	
Site / Lease # / Name	Type	Date	Comments
JANUARY 2005			
Raleigh - Branch 1008S1 Specialty Tech	Right of First Offer	01/01/05 * MISSED *	on adjacent space (5,000 SF)
Indianapolis HQ 10011 Indianapolis	Reminder -- Right of First Offer	01/29/05	Make sure to consult Dave
FEBRUARY 2005			
Johnson Tower 10010 Johnson Tower	Option to Expand	02/01/05	Tenant has the option to expand by giving Landlord 90 days notice.
Indianapolis HQ 10011 Indianapolis	Right of First Offer	02/11/05	Make sure to consult Dave
Brent Center Plaza	(Site Reminder)	02/25/05	Annual cost forecast report due to managers.
MARCH 2005			
Albuquerque 10048 Albuquerque	Lease Expire	03/05/05	
Brent Center Plaza	(Site Reminder)	03/12/05	Scheduled fire inspection
MAY 2005			
Indianapolis HQ 10011 Indianapolis	Lease Expire	05/03/05	Decide whether to remodel east wing or allow lease to expire
AUGUST 2005			
Sorich Blvd Tower 1017 Sorich Boulevard	Lease Expire	08/01/05	
Cordova 10068 Cordova	Lease Expire	08/24/05	
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Key Date Report

A.6 Lease Area Report

The Lease Area report prints a list of USF and RSF areas for leased and owned properties. There are two versions of this report, which group the USF and RSF data by lease, and by type.

To create and print this report, select the **Area Report** button on the Menu of Reports screen. This first displays a dialog box asking you to choose the report grouped by lease or by type.

The USF and RSF area data listed in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then USF and RSF areas for all sites and leases will be included.

You can also create and print this report by selecting the **Print Report** button on the Lease Area Breakdown screen. Find operations have no effect when the report is printed from this screen.



The **View Areas** button on Menu of Reports screen, which is adjacent to the **Area Report** button, goes to Lease Area Breakdown screen. This screen lets you view, enter, and edit the Usable and Rentable area values of your leased and owned properties.

Example Lease Area reports are shown on the following pages:

ABC Company

LEASE AREA REPORT

February 13, 2005

Lease # / Area Type	Usable SF	Rentable SF	Notes
10002 Institute Campus			
Sales	5,000	6,000	
subtotal	5,000	6,000	
10006 Niemi Point II			
Corporate	34,459	38,671	
Sales	3,500	4,250	
subtotal	37,959	42,921	
10010 Johnson Tower			
Corporate	10,000	12,000	
subtotal	10,000	12,000	
10011 Indianapolis			
Corporate	12,625	13,665	
subtotal	12,625	13,665	
10014 Columbia, MD			
Payroll	18,000	20,000	
Marketing	45,000	50,000	
subtotal	63,000	70,000	
10015 Rochester			
Sales	22,870	29,371	
subtotal	22,870	29,371	
10021 Vancouver			
Sales	11,630	21,179	
Accts Payable	8,000	8,000	
subtotal	19,630	29,179	
10023 Fort Worth			
Sales	23,660	23,728	
subtotal	23,660	23,728	

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Lease Area Report – By Lease

ABC Company

LEASE AREA TYPE REPORT

February 13, 2005

Lease #	Lease Name	City	State	USF	RSF	Notes
Accts Payable						
10021	Vancouver	Vancouver	WA	8,000	8,000	
subtotal for Accts Payable				8,000	8,000	
Corporate						
10011	Indianapolis	Indianapolis	IN	12,625	13,665	
10010	Johnson Tower	Myrtle Beach	SC	10,000	12,000	
1008A	Raleigh - Branch	Raleigh	NC	36,513	47,203	
10006	Niemi Point II	Berlin	PA	34,459	38,671	
1017	Sorich Boulevard	Toronto	ON	42,000	51,230	
10048	Albuquerque	Albuquerque	NM	76,180	77,575	
10049	Orlando	Orlando	FL	17,290	19,857	
subtotal for Corporate				229,067	260,201	
Finance						
10062	Greenville	Greenville	SC	30,860	35,602	
10063	Sioux Falls	Sioux Falls	SD	34,730	38,459	
10064	Franklin	Franklin	WI	37,330	47,872	
10068	Cordova	Cordova	TN	320	416	
subtotal for Finance				103,240	122,349	
Marketing						
10014	Columbia, MD	Columbia	MD	45,000	50,000	
10030	Chicago	Chicago	IL	54,360	66,589	
10060	Charleston	Charleston	SC	82,080	86,083	
subtotal for Marketing				181,440	202,672	
Sales						
10002	Institute Campus	Chicago	IL	5,000	6,000	
10015	Rochester	Rochester	NY	22,870	29,371	
10021	Vancouver	Vancouver	WA	11,630	21,179	
10023	Fort Worth	Fort Worth	TX	23,660	23,728	
10056	Southfield	Southfield	MI	34,300	34,819	
10058	Flint	Flint	MI	93,810	110,105	
10066	Spokane	Spokane	WA	86,720	88,497	
10070	Roanoke	Roanoke	VA	17,990	20,557	
10006	Niemi Point II	Berlin	PA	3,500	4,250	
subtotal for Sales				299,480	338,506	
Sublease						
1008B	Raleigh Branch Sublease	Raleigh	NC	(5,600)	(6,102)	
1008S1	Specialty Tech	Raleigh	NC	(2,800)	(2,883)	

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Lease Area Report – By Type

A.7 Subtenant Summary Report

The Subtenant Summary report prints a list of properties that are subleased. The data contained in this report includes the originating leases, property addresses, RSF areas, sublease start and expiration dates, subtenants, and sublease rents.

To create and print this report, select the **Subtenant Summary** button on the Menu of Reports screen. The data included in the report will be for subleased properties belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then subleased property data for all sites will be included.

Here is an example Subtenant Summary report:

ABC Company SUBTENANT SUMMARY REPORT									
January 26, 2005									
Lease #	Lease / Address	RSF	Start Expire	BaseRent / MO	Subtenant / Lease #	Suite # RSF	Start Expire	BaseRent / MO	Comments
10030	Chicago 435 North Michigan Ave Suite # 500 Chicago, IL 60611 USA	66,589	02/05/01 04/04/09	\$ 66,589	10030S Creative Cards & Gifts	500 3,300	03/01/02 04/04/09	\$ 66,589	
10011	Indianapolis 2 Hoosier Way Indianapolis, IN USA	13,665	03/01/96 05/03/05	\$ 13,665	NO SUBTENANTS				
10010	Johnson Tower 1102 Hasper Drive Suite # 450 Myrtle Beach, SC USA	12,000	11/11/98 01/10/09	\$ 5,082	12345 Emerald Isle Golf Tours	460 7,633	07/12/00 09/11/07	\$ 5,082	
1008A	Raleigh - Branch 5807 Chevy Chase Park Suite # 1500A Raleigh, NC 12345-6789 USA	47,203	08/01/00 10/01/08	\$ 70,000	1008B Raleigh Branch Sublease	1500B 6,102	02/22/03 10/01/08	\$ 70,000	
					1008S1 Specialty Tech	1500C 2,883	05/29/01 07/28/09	\$ 70,000	
Real Estate Administration									

Subtenant Summary Report

A.8 Insurance Requirements Report

The Insurance Requirements report prints a list of lease insurance requirements and coverages, including property locations, types of required coverages, and coverage amounts.

To create and print this report, select the **Insurance Report** button on the Menu of Reports screen. The lease insurance information included in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then insurance information for all the sites' leases will be included.

An example Insurance Requirements report is shown on the next page:

ABC Company		January 26, 2005						
INSURANCE REQUIREMENTS REPORT		Liability	Each	Property	Work	Empl	Glass	LL
Lease # / Name		Aggregate	Occurrence	Damage	Comp	Liab		Addl
10011	Indianapolis Indianapolis, IN	\$ 744,494	\$ 32,114	\$ 9,836,646	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10014	Columbia, MD Columbia, MD	\$ 207,285	\$ 40,754	\$ 9,512,481	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10010	Johnson Tower Myrtle Beach, SC	\$ 1,331,008	\$ 10,860	\$ 6,272,981	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1008A	Raleigh - Branch Raleigh, NC	\$ 1,337,634	\$ 25,430	\$ 9,912,017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1008B	Raleigh Branch Sublease Raleigh, NC	\$ 1,106,284	\$ 3,656	\$ 1,261,413	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1008S1	Specialty Tech Raleigh, NC	\$ 1,314,643	\$ 45,360	\$ 5,568,020	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10006	Niemi Point II Berlin, PA	\$ 1,534,577	\$ 34,468	\$ 13,593,400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1017	Sorich Boulevard Toronto, ON	\$ 1,350,000	\$ 37,500	\$ 5,000,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10002	Institute Campus Chicago, IL	\$ 965,564	\$ 22,740	\$ 12,679,482	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10015	Rochester Rochester, NY	\$ 481,903	\$ 39,215	\$ 14,048,477	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10017	Winston Salem Winston Salem, NC	\$ 1,316,675	\$ 2,755	\$ 2,141,694	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10019	Upland Upland, CA	\$ 795,238	\$ 22,883	\$ 9,742,114	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10021	Vancouver Vancouver, BC	\$ 498,567	\$ 36,115	\$ 7,606,618	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Facility Wizards Software								

Insurance Requirements Report

A.9 Bar Chart Report

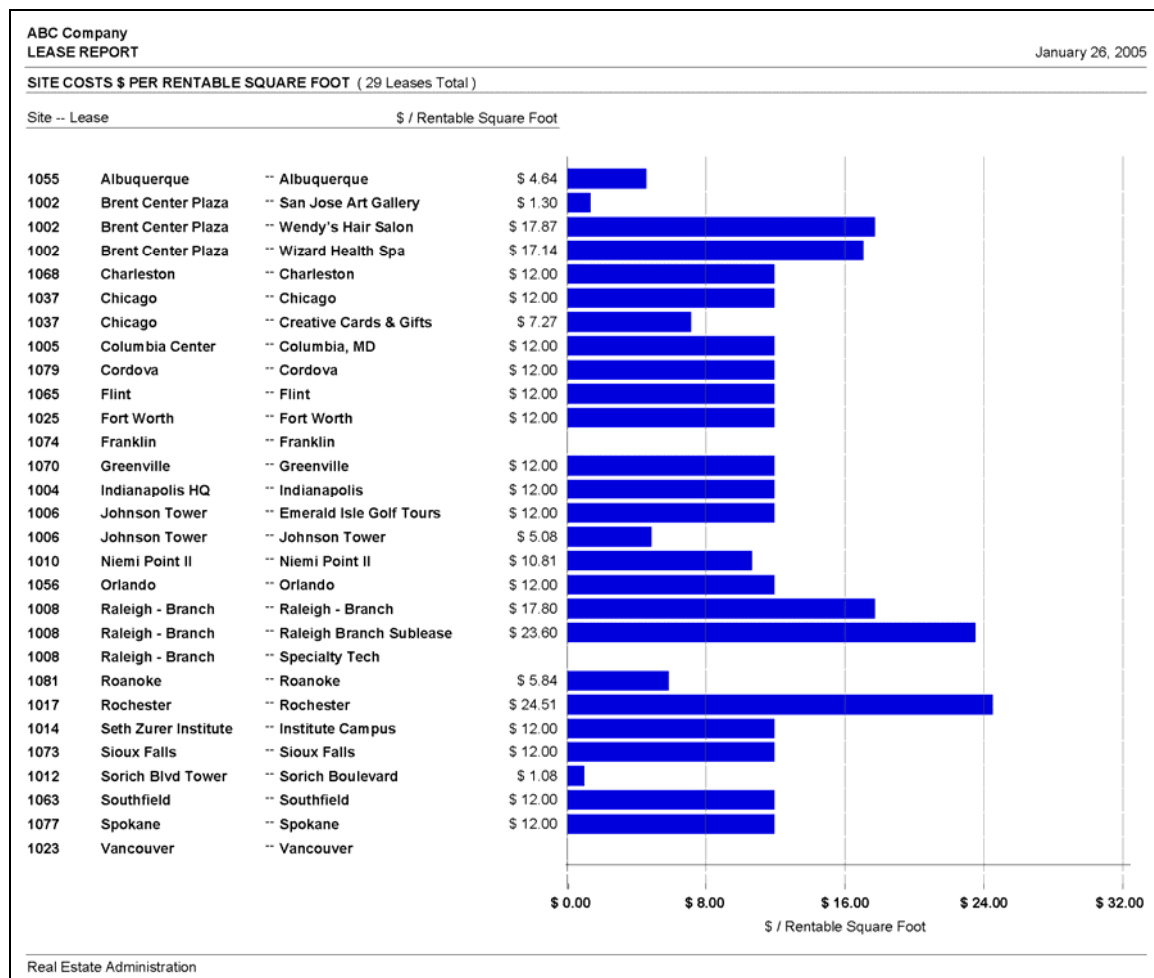
The Bar Chart report provides a graphical comparison of key lease data. There are seven available Bar Chart reports, which show:

- Annual lease cost per RSF
- Lease cost per month
- Lease cost per year
- Lease RSF areas
- Lease headcount
- Lease RSF per person
- Lease expiration dates

To create and print this report, select the **Bar Chart of Data for Found Sites** button on the Menu of Reports screen. This causes the Lease Bar Chart Report Setup screen to be displayed, which you use to select options for the report, and then select the **Proceed** button to create and print the report.

The lease data included in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then data for all the sites' leases will be included.

An example Bar Chart report is shown on the next page:



Bar Chart Report – Site Cost Per Rentable Square Foot

A.10 Lease Cost Forecast Report

The Lease Cost Forecast report prints a forecast of future yearly lease costs, including the total lease cost over a specified number of years. Either a summary or detailed report can be created:

- The detailed report breaks-down the future costs into their component cost types, such as “Base Rent”, “Insurance”, and “Operating Exp”
- The summary report just provides the future costs for the specified number of years

To create and print this report, from the Menu of Reports screen, specify the parameters for the report which are displayed under the **\$ Forecast Report** button. Then click either the **\$ Forecast Report** button or the **Go** button. This displays a dialog box asking you to choose either the detailed or summary report.

The lease costs included in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then cost data for all the sites’ leases will be included.

Examples of the Lease Cost Forecast report are shown below, and on the next page:

ABC Company 5-YEAR LEASE COST FORECAST REPORT										January 26, 2005
Lease # / Name	City	Begin	End	2004	2005	2006	2007	2008	2,009+	Total
10002 Institute Campus	Chicago	10/01/02	12/01/08	\$ 72,000	\$ 72,000	\$ 5,806	\$ 0	\$ 0	\$ 0	\$ 149,806
Base Rent		02/01/03	01/30/06	72,000	72,000	5,806	0	0	0	149,806
10006 Niemi Point II	Berlin	06/05/99	08/04/06	\$ 464,052	\$ 464,052	\$ 275,687	\$ 0	\$ 0	\$ 0	\$ 1,203,791
Base Rent		01/01/04	08/04/06	464,052	464,052	275,687	0	0	0	1,203,791
10010 Johnson Tower	Myrtle Beach	11/11/98	01/10/09	\$ 60,984	\$ 60,984	\$ 60,984	\$ 24,918	\$ 0	\$ 0	\$ 207,870
Base Rent		09/05/92	06/01/07	60,984	60,984	60,984	24,918	0	0	207,870
10011 Indianapolis	Indianapolis	03/01/96	05/03/05	\$ 163,980	\$ 163,980	\$ 163,980	\$ 82,872	\$ 0	\$ 0	\$ 574,812
Base Rent		07/01/96	07/02/07	163,980	163,980	163,980	82,872	0	0	574,812
10014 Columbia, MD	Columbia	03/27/01	05/26/07	\$ 864,000	\$ 864,000	\$ 177,548	\$ 12,000	\$ 0	\$ 0	\$ 1,917,548
Base Rent		07/27/01	04/01/06	840,000	840,000	153,548	0	0	0	1,833,548
Utilities		07/27/01	07/26/07	24,000	24,000	24,000	12,000	0	0	84,000
10015 Rochester	Rochester	03/01/01	11/29/15	\$ 780,000	\$ 780,000	\$ 780,000	\$ 780,000	\$ 780,000	\$ 5,520,806	\$ 9,420,806
Base Rent		04/01/03	01/29/16	720,000	720,000	720,000	720,000	720,000	5,096,129	8,696,129
Utilities		07/01/01	01/29/16	60,000	60,000	60,000	60,000	60,000	424,677	724,677
10021 Vancouver	Vancouver	06/13/99	10/12/04	\$ 213,023	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 213,023
Base Rent		12/13/02	12/12/04	172,703	0	0	0	0	0	172,703
Operating Exp		12/13/99	12/12/04	41,120	0	0	0	0	0	41,120
10023 Fort Worth	Fort Worth	11/16/01	01/15/10	\$ 284,736	\$ 284,736	\$ 284,736	\$ 284,736	\$ 284,736	\$ 47,456	\$ 1,471,136
Base Rent		03/16/02	03/15/09	284,736	284,736	284,736	284,736	284,736	47,456	1,471,136
1002S1 San Jose Art Gallery	San Jose	10/15/01	01/01/06	(\$ 86,337)	(\$ 86,337)	(\$ 11,344)	\$ 0	\$ 0	\$ 0	(\$ 184,017)
Tenant Utilities		03/01/03	03/01/06	(7,129)	(7,129)	(1,207)	0	0	0	(15,465)
Tenant Rent		02/15/02	03/01/06	(79,208)	(79,208)	(10,137)	0	0	0	(168,553)
1002S3 Wendy's Hair Salon	San Jose	10/20/99	01/01/06	(\$ 248,400)	(\$ 248,400)	(\$ 171,771)	(\$ 162,000)	(\$ 162,000)	(\$ 243,435)	(\$ 1,236,007)
Tenant Rent		02/20/00	03/01/06	(80,400)	(80,400)	(9,093)	0	0	0	(169,893)
Tenant Utilities		02/20/00	03/01/06	(6,000)	(6,000)	(679)	0	0	0	(12,679)
Tenant Rent		07/01/03	07/01/10	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(225,403)	(975,403)
Tenant Utilities		07/01/03	07/01/10	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(18,032)	(78,032)
10030 Chicago	Chicago	02/05/01	04/04/09	\$ 799,068	\$ 799,068	\$ 799,068	\$ 799,068	\$ 799,068	\$ 332,945	\$ 4,328,285
Base Rent		06/05/01	06/04/09	799,068	799,068	799,068	799,068	799,068	332,945	4,328,285
10030S Creative Cards & Gifts	Chicago	03/01/02	04/04/09	(\$ 27,600)	(\$ 27,600)	(\$ 27,600)	(\$ 27,600)	(\$ 27,600)	(\$ 11,807)	(\$ 149,807)
Tenant Rent		07/01/02	06/04/09	(24,000)	(24,000)	(24,000)	(24,000)	(24,000)	(10,267)	(130,267)
Tenant Utilities		07/01/02	06/04/09	(3,600)	(3,600)	(3,600)	(3,600)	(3,600)	(1,540)	(19,540)
Real Estate Administration										

Lease Cost Forecast Report -- Detailed

ABC Company 5-YEAR LEASE COST FORECAST REPORT										March 1, 2005
Lease # / Name	City	Begin	End	2004	2005	2006	2007	2008	2,009+	Total
10002	Institute Campus	Chicago	10/01/02	12/01/08	72,000	72,000	5,806	0	0	149,806
10006	Niemi Point II	Berlin	06/05/99	08/04/06	404,253	404,253	240,161	0	0	1,048,668
10010	Johnson Tower	Myrtle Beach	11/11/98	01/10/09	60,984	60,984	60,984	24,918	0	207,870
10011	Indianapolis	Indianapolis	03/01/96	05/03/05	163,980	163,980	163,980	82,872	0	574,812
10014	Columbia, MD	Columbia	03/27/01	05/26/07	864,000	864,000	177,548	12,000	0	1,917,548
10015	Rochester	Rochester	03/01/01	11/29/15	780,000	780,000	780,000	780,000	5,520,806	9,420,806
10021	Vancouver	Vancouver	08/13/99	10/12/04	213,823	0	0	0	0	213,823
10023	Fort Worth	Fort Worth	11/16/01	01/15/10	284,736	284,736	284,736	284,736	47,456	1,471,136
1002S1	San Jose Art Gallery	San Jose	10/15/01	09/30/05	(86,337)	(86,337)	(11,344)	0	0	(184,017)
1002S3	Wendy's Hair Salon	San Jose	10/20/99	01/01/06	(248,400)	(248,400)	(171,771)	(162,000)	(243,435)	(1,236,007)
10030	Chicago	Chicago	02/05/01	04/04/09	799,068	799,068	799,068	799,068	332,945	4,328,285
10030S	Creative Cards & Gifts	Chicago	03/01/02	04/04/09	(27,600)	(27,600)	(27,600)	(27,600)	(11,807)	(149,807)
10048	Albuquerque	Albuquerque	01/06/02	03/05/05	412,000	131,108	0	0	0	543,108
10049	Orlando	Orlando	01/03/00	03/02/06	238,284	238,284	39,714	0	0	516,282
10056	Southfield	Southfield	09/13/99	11/12/06	417,828	0	0	0	0	417,828
10058	Flint	Flint	11/04/00	01/03/09	1,321,260	1,321,260	1,321,260	220,210	0	4,183,990
10060	Charleston	Charleston	06/06/99	08/05/07	1,032,996	774,747	0	0	0	1,807,743
10062	Greenville	Greenville	11/02/01	01/01/11	427,224	427,224	427,224	71,204	0	1,352,876
10063	Sioux Falls	Sioux Falls	12/24/99	02/23/09	461,508	461,508	461,508	461,508	115,377	1,961,409
10066	Spokane	Spokane	04/06/00	06/05/08	1,061,964	1,061,964	1,061,964	1,061,964	442,485	4,690,341
10068	Cordova	Cordova	06/25/99	08/24/05	4,992	4,992	4,992	3,744	0	18,720
10070	Roanoke	Roanoke	08/09/00	10/08/08	120,000	120,000	120,000	120,000	110,000	590,000
1008A	Raleigh - Branch	Raleigh	08/01/00	10/01/08	860,000	860,000	860,000	860,000	787,312	4,227,312
1008B	Raleigh Branch	Raleigh	02/22/03	10/01/08	(144,000)	(144,000)	(144,000)	(144,000)	(124,000)	(700,000)
1008S1	Specialty Tech	Raleigh	05/29/01	07/28/09	(23,160)	0	0	0	0	(23,160)
1017	Sorich Boulevard	Toronto	04/18/97	08/01/05	55,200	29,826	0	0	0	85,026
12345	Emerald Isle Golf	Myrtle Beach	07/12/00	09/11/07	91,596	76,330	0	0	0	167,926
Report Totals :				\$ 9,618,200	\$ 8,429,927	\$ 6,454,231	\$ 4,448,624	\$ 3,005,378	\$ 5,645,965	\$ 37,602,325
Real Estate Administration										

Lease Cost Forecast Report -- Summary

A.11 12 Month Lease Cost Forecast Report

The 12 Month Lease Cost Forecast report prints a 12 month forecast of lease costs. Either a summary or detailed report can be created:

- The detailed report breaks-down the costs into their component cost types, such as “Base Rent”, “Insurance”, and “Operating Exp”, including cost accounts
- The summary report just provides the future costs over the 12 months

Within both the detailed and summary reports there is an option to include all lease costs, or just base rent.

To create and print this report, select the **12 Mo \$ Forecast Report** button on the Menu of Reports screen. The button first displays a dialog box asking you to specify whether to include all lease costs, or just base rent. Then, a second dialog box is displayed asking you to select either the detailed report or the summary report.

The lease costs included in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then cost data for all the sites’ leases will be included.

Example 12 Month Lease Cost Forecast reports are shown on the following pages:

Fac Wiz Lease Wiz Report 12 MONTH LEASE COST FORECAST REPORT -- US DOLLARS															March 24, 2005
Cost Ctr	Start	Expire	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Total
Country: USA															
Site: 1002	Brent Center Plaza		\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 536,877
Wendy's Hair Salon															
	- 01/01/06		\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 86,400
2001	Tenant Rent		\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 80,400
2002	Tenant Utilities		\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 6,000
Wizard Health Spa															
	- 06/03/10		\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 162,000
2001	Tenant Rent		\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 150,000
2002	Tenant Utilities		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000
Brent Center Base Bldg															
	- 12/31/09		\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 202,140
1001	Base Rent		\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 12,345	\$ 148,140
5001	TAX AUTHORITY		\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 54,000
San Jose Art Gallery															
	- 01/01/06		\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 86,337
2001	Tenant Rent		\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 6,601	\$ 79,208
2002	Tenant Utilities		\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 594	\$ 7,129
subtotal for country : USA			\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 536,877
Report Totals :			\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 536,877
Facility Wizards Software															

12 Month Lease Cost Forecast Report – Detailed

Fac Wiz Lease Wiz Report															
12 MONTH LEASE COST FORECAST REPORT -- US DOLLARS															
														March 24, 2005	
Cost Ctr	Start	Expire	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Total
Country: USA															
Site: 1002	Brent Center Plaza		\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 536,877
Wendy's Hair Salon															
	- 01/01/06		\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 86,400
Wizard Health Spa															
	- 05/03/10		\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 162,000
Brent Center Base Bldg															
Sales	- 12/31/09		\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 16,845	\$ 202,140
San Jose Art Gallery															
Sales	- 01/01/06		\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 7,195	\$ 86,337
subtotal for country : USA			\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 536,877
Report Totals :			\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 44,740	\$ 536,877
Facility Wizards Software															

12 Month Lease Cost Forecast Report -- Summary

A.12 Lease Commitments Report

The Lease Commitments report prints a list of paid, and remaining committed and unpaid lease costs, including site locations, lease expiration dates, and RSF areas.

To create and print this report, select the **\$ Commitment Summary** button on the Menu of Reports screen. The lease costs included in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then cost data for all the sites' leases will be included.

An example Lease Commitments report is shown on the next page:

ABC Company LEASE COMMITMENTS REPORT							January 26, 2005
Lease # / Name	City	State / Prov	Region	Lease Expire	RSF	Lease Total \$	Lease Remaining \$
10048	Albuquerque	Albuquerque	NM	Mountain	03/05/05	77,575	\$ 1,237,108
10006	Niemi Point II	Berlin	PA	Eastern	08/04/06	42,921	\$ 1,203,791
10060	Charleston	Charleston	SC	Southeast	08/05/07	86,083	\$ 6,197,976
10002	Institute Campus	Chicago	IL	Midwest	12/01/08	6,000	\$ 215,806
10030	Chicago	Chicago	IL	Midwest	04/04/09	66,589	\$ 6,392,544
10030S	Creative Cards &	Chicago	IL	Midwest	04/04/09	(3,300)	\$ 0
10014	Columbia, MD	Columbia	MD	Eastern	MTM	70,000	\$ 4,077,548
10068	Cordova	Cordova	TN	Southeast	08/24/05	416	\$ 39,936
10058	Flint	Flint	MI	Midwest	01/03/09	110,105	\$ 7,927,560
10023	Fort Worth	Fort Worth	TX	Midwest	01/15/10	23,728	\$ 1,993,152
10064	Franklin	Franklin	WI	Midwest	09/13/10	47,872	\$ 1,723,392
10062	Greenville	Greenville	SC	Southeast	01/01/11	35,602	\$ 2,136,120
10011	Indianapolis	Indianapolis	IN	Midwest	05/03/05	13,665	\$ 1,804,662
10010	Johnson Tower	Myrtle Beach	SC	Southeast	MTM	12,000	\$ 899,022
12345	Emerald Isle Golf	Myrtle Beach	SC	Southeast	09/11/07	(7,633)	\$ 457,980
10049	Orlando	Orlando	FL	Southeast	03/02/06	19,857	\$ 1,389,990
1008A	Raleigh - Branch	Raleigh	NC	Southeast	10/01/08	47,203	\$ 6,882,312
1008B	Raleigh Branch	Raleigh	NC	Southeast	10/01/08	(6,102)	\$ 784,000
1008S1	Specialty Tech	Raleigh	NC	Southeast	07/28/09	(2,883)	\$ 103,884
10070	Roanoke	Roanoke	VA	Eastern	10/08/08	20,557	\$ 960,000
10015	Rochester	Rochester	NY	Eastern	11/29/15	29,371	\$ 10,812,419
1002S1	San Jose Art Gallery	San Jose	CA	Eastern	01/01/06	(5,500)	\$ 341,773
1002S3	Wizard Health Spa	San Jose	CA	Eastern	05/03/10	(8,750)	\$ 1,134,435
1002S3	Wendy's Hair Salon	San Jose	CA	Eastern	01/01/06	(4,500)	\$ 520,971
10063	Sioux Falls	Sioux Falls	SD	Pacific	02/23/09	38,459	\$ 3,692,064
10056	Southfield	Southfield	MI	Midwest	11/12/06	34,819	\$ 2,089,140
10066	Spokane	Spokane	WA	Pacific	06/05/08	88,497	\$ 8,318,718
1017	Sorich Boulevard	Toronto	ON	Canada	08/01/05	51,230	\$ 439,226
10021	Vancouver	Vancouver	WA	Pacific	10/12/04	29,179	\$ 1,061,898
Report Total for 29 Site(s) :					913,060	\$ 74,837,428	\$ 30,830,799
Facility Wizards Software							

Lease Commitments Report

A.13 Lease Security Deposits Report

The Lease Security Deposits report prints a list of lease security deposits, and includes site locations, and any notes regarding the security deposits.

To create and print this report, select the **Security Deposits** button on the Menu of Reports screen. The security deposits listed in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then security deposits for all the sites' leases will be listed.

An example Lease Security Deposits report is shown on the next page:

ABC Company

LEASE SECURITY DEPOSIT INFORMATION

January 26, 2005

Lease # / Name	City	Deposit Amt	Notes
10011	Indianapolis	Indianapolis, IN	\$ 43,233.81
10014	Columbia, MD	Columbia, MD	\$ 60,651.44
10010	Johnson Tower	Myrtle Beach, SC	\$ 64,813.98
1008A	Raleigh - Branch	Raleigh, NC	\$ 46,030.64
1008B	Raleigh Branch	Raleigh, NC	\$ 6,014.39
1008S1	Specialty Tech	Raleigh, NC	\$ 76,779.52
10006	Niemi Point II	Berlin, PA	\$ 713.25
1017	Sorich Boulevard	Toronto, ON	\$ 29,910.89
10002	Institute Campus	Chicago, IL	\$ 66,752.26
10015	Rochester	Rochester, NY	\$ 55,220.23
10017	Winston Salem	Winston Salem, NC	\$ 15,963.34
10019	Upland	Upland, CA	\$ 61,642.19
10021	Vancouver	Vancouver, WA	\$ 45,566.00
10023	Fort Worth	Fort Worth, TX	\$ 25,898.92
10025	Shreveport	Shreveport, LA	\$ 46,762.73
10026	Sugarland	Sugarland, TX	\$ 79,144.29
10028	Salinas	Salinas, CA	\$ 66,747.63
10030	Chicago	Chicago, IL	\$ 26,392.46
10048	Albuquerque	Albuquerque, NM	\$ 20,981.15
10049	Orlando	Orlando, FL	\$ 37,257.35
10053	Aurora	Aurora, CO	\$ 35,188.04
10056	Southfield	Southfield, MI	\$ 53,124.30
10058	Flint	Flint, MI	\$ 27,653.48
10060	Charleston	Charleston, SC	\$ 66,889.77
10062	Greenville	Greenville, SC	\$ 24,785.56
10063	Sioux Falls	Sioux Falls, SD	\$ 55,179.09
10064	Franklin	Franklin, WI	\$ 25,993.34
10066	Spokane	Spokane, WA	\$ 47,914.18
10068	Cordova	Cordova, TN	\$ 22,620.69
10070	Roanoke	Roanoke, VA	\$ 27,423.89
10094	Birmingham	Birmingham, AL	\$ 75,681.24
12345	Emerald Isle Golf Tours	Myrtle Beach, SC	\$ 44,048.63
10030S	Creative Cards & Gifts	Flint, MI	\$ 4,799.00
1002S1	San Jose Art Gallery	San Jose , CA	\$ 10,000.00
Report Total		\$ 1,397,777.68	

Facility Wizards Software

Lease Security Deposits Report

A.14 Payments Report

The Payments report prints a list of lease payments, including site locations, cost accounts, and payees.

To create and print this report, select the:

- **Go** button adjacent to the **Fixed Payments – Setup** label on the Menu of Reports screen. This causes display of the Lease Payments screen, from which the report can be printed using the **Print Top Menu** button (see next bullet).
- **Print List** Top Menu button on the Lease Payments screen. When creating the report from this screen, the lease payments listed in the report will be the lease payments listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.
- **Print Top Menu** button on the Payments History screen. When creating the report from this screen, all of the lease payments shown on the screen will be included in the report. Find operations have no effect on the report when it is printed from this screen.

Here is an example Payments report:

ABC Company							January 26, 2005	
PAYMENTS REPORT								
Pmt Date	Lease # / Name			Acct # / Name	Payee # / Company		\$ Amount	Comments
Lease # 10002 Institute Campus -- Chicago, IL USA								
10/01/04	10002	Institute Campus	Chicago, IL	1001 Base Rent	EQUIT	Equity Office Properties	\$ 6,000.00	
Total for Lease # 10002 Institute Campus -- Chicago, IL USA							\$ 6,000.00	
Lease # 10004 Nelson Office Court -- Bandon, OR USA								
10/01/04	10004	Nelson Office Court	Bandon, OR	1001 Base Rent	CHEVR	Chevron U.S.A. Inc.	\$ 12,000.00	
10/01/04	10004	Nelson Office Court	Bandon, OR	1003 Utilities	CHEVR	Chevron U.S.A. Inc.	\$ 2,000.00	
Total for Lease # 10004 Nelson Office Court -- Bandon, OR USA							\$ 14,000.00	
Lease # 10005 Zurer Center -- Santo Domingo Dominican Republic								
10/01/04	10005	Zurer Center	Santo Domingo	1001 Base Rent	COMMU	Commuter Rail Division	DO 100,000.00	
Total for Lease # 10005 Zurer Center -- Santo Domingo Dominican Republic							\$ 4,444.44	
Lease # 10006 Niemi Point II -- Berlin, PA USA								
10/01/04	10006	Niemi Point II	Berlin, PA	1001 Base Rent	COMME	Commercial Properties,	\$ 38,671.00	
Total for Lease # 10006 Niemi Point II -- Berlin, PA USA							\$ 38,671.00	
Lease # 10010 Johnson Tower -- Myrtle Beach, SC USA								
10/01/04	10010	Johnson Tower	Myrtle Beach, SC	1001 Base Rent	BASIN	Basin Electric Power	\$ 5,082.00	
Total for Lease # 10010 Johnson Tower -- Myrtle Beach, SC USA							\$ 5,082.00	
Lease # 10011 Indianapolis -- Indianapolis, IN USA								
10/01/04	10011	Indianapolis	Indianapolis, IN	1001 Base Rent	ARTES	Artesia Mini-Warehouse	\$ 13,665.00	
Total for Lease # 10011 Indianapolis -- Indianapolis, IN USA							\$ 13,665.00	
Lease # 10012 Kirkland -- Kirkland (Seattle), WA USA								
10/01/04	10012	Kirkland	Kirkland (Seattle), WA	1001 Base Rent	ARDMO	Ardmore Main Street	\$ 1,000.00	
Real Estate Administration								

Payments Report

A.15 Payments 2 Month Comparison Report

The Payments 2 Month Comparison report prints a comparison of two consecutive month's lease payment amounts, grouped by lease. The lease payments data in this report also show cost accounts, and a subtotal of the payment amounts for each lease.

To create and print this report, select the **Monthly Payments Analysis** button on the Menu of Reports screen. The lease payments data included in the report will be for the leases belonging to the Found Set of sites, resulting from your last Find operation using the Site List screen. If you did not execute a Find operation, or if you quit out of Find mode, then lease payments for all the sites' leases will be included.

An example Payments 2 Month Comparison report is shown on the next page:

Fac Wiz Lease Wiz Report

PAYMENTS REPORT -- 2 MONTH COMPARISON ANALYSIS

March 01, 2005

Acct # / Name	Feb 2003	Mar 2003	Diff
Lease # 10002 Mart Office Chicago, IL USA			
1001 Base Rent	\$ 6,000.00	\$ 6,000.00	\$ 0.00
Subtotal for Lease # 10002	\$ 6,000.00	\$ 6,000.00	\$ 0.00
Lease # 10003 Govt Affairs Washington, DC USA			
1001 Base Rent	\$ 13,079.00	\$ 13,079.00	\$ 0.00
Subtotal for Lease # 10003	\$ 13,079.00	\$ 13,079.00	\$ 0.00
Lease # 10004 Nelson Office Court Bandon, OR USA			
1001 Base Rent	\$ 41,704.00	\$ 41,704.00	\$ 0.00
Subtotal for Lease # 10004	\$ 41,704.00	\$ 41,704.00	\$ 0.00
Lease # 10005 Zurer Center Santo Domingo Dominican Republic			
1001 Base Rent	\$ 17,741.94	\$ 17,741.94	\$ 0.00 <i>converted from DOP</i>
Subtotal for Lease # 10005	\$ 17,741.94	\$ 17,741.94	\$ 0.00
Lease # 10006 Niemi Point II Berlin, PA USA			
1001 Base Rent	\$ 38,671.00	\$ 38,671.00	\$ 0.00
Subtotal for Lease # 10006	\$ 38,671.00	\$ 38,671.00	\$ 0.00
Lease # 10009 Karch Plaza Ann Arbor, MI USA			
1001 Base Rent	\$ 14,400.00	\$ 14,400.00	\$ 0.00
Subtotal for Lease # 10009	\$ 14,400.00	\$ 14,400.00	\$ 0.00
Lease # 10010 Johnson Tower Myrtle Beach, SC USA			
1001 Base Rent	\$ 5,082.00	\$ 5,082.00	\$ 0.00
Subtotal for Lease # 10010	\$ 5,082.00	\$ 5,082.00	\$ 0.00

Facility Wizards Software

Payments 2 Month Comparison Report

A.16 Accounts Receivable Report

The Accounts Receivable report prints a list of Accounts Receivable income payments for subleased properties. The data contained in this report includes site locations, payment types, cost accounts, invoice numbers, and any comments regarding the income payments.

To create and print this report, select the **Go** button, under the **Accounts Receivable – Monthly Billing Setup** label in the Menu of Reports screen. This displays the Sublease Accounts Receivable Billing and Receipts screen. From this screen, you select the **Print List** button to print the report.

The Accounts Receivable income payments listed in this report will be the payments listed in the Sublease Accounts Receivable Billing and Receipts screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

Here is an example Accounts Receivable report:

ABC Company

A/R INVOICE & RECEIPTS REPORT

February 14, 2005

Item Date	Lease # / Name	City / State	Type	Acct # / Name	Invoice #	\$ Amount	Comments
Lease # 1002S1 San Jose Art Gallery							
02/01/05	1002S1 San Jose Art Gallery	San Jose , CA	INV	2002 Tenant Utilities	1358	\$ 594.06	
02/01/05	1002S1 San Jose Art Gallery	San Jose , CA	INV	2002 Tenant Utilities	1358	\$ 6,600.66	
Total for <<lease_info_display>>						\$ 7,194.72	
Lease # 1002S3 Wizard Health Spa							
02/01/05	1002S3 Wizard Health Spa	San Jose , CA	INV	2001 Tenant Rent	1359	\$ 6,700.00	
02/01/05	1002S3 Wizard Health Spa	San Jose , CA	INV	2001 Tenant Rent	1359	\$ 12,500.00	
02/01/05	1002S3 Wizard Health Spa	San Jose , CA	INV	2001 Tenant Rent	1359	\$ 1,000.00	
02/01/05	1002S3 Wizard Health Spa	San Jose , CA	INV	2001 Tenant Rent	1359	\$ 500.00	
Total for <<lease_info_display>>						\$ 20,700.00	
Lease # 10030S Creative Cards & Gifts							
02/01/05	10030S Creative Cards & Gifts	Chicago, IL	INV	2001 Tenant Rent	1360	\$ 2,000.00	
02/01/05	10030S Creative Cards & Gifts	Chicago, IL	INV	2001 Tenant Rent	1360	\$ 300.00	
Total for <<lease_info_display>>						\$ 2,300.00	
Lease # 1005S Joe's Adventure Travel							
02/01/05	1005S Joe's Adventure Travel	Santo Domingo	INV	2001 Tenant Rent	1361	DO 10,000.00	
Total for <<lease_info_display>>						DO 122,000.00	
Lease # 1008B Raleigh Branch Sublease							
02/01/05	1008B Raleigh Branch Sublease	Raleigh, NC	INV	2001 Tenant Rent	1362	\$ 12,000.00	
Total for <<lease_info_display>>						\$ 12,000.00	
Lease # 1009 Karch Plaza HQ Offices							
02/01/05	1009 Karch Plaza HQ Offices	Ann Arbor, MI	INV	2001 Tenant Rent	1363	\$ 23,004.00	

Real Estate Administration

Accounts Receivable Report

A.17 Accounts Receivable Statement Report

The Accounts Receivable Statement report prints a list of Accounts Receivable income payments. Multiple reports are automatically created, with each report covering income payments for one sublessee.

The data contained in this report includes the site location, payment dates, invoice numbers, cost accounts names, any comments regarding the income payments, as well as the total of the payment amounts and the account balance.

To create and print this report, select the **Accounts Receivable – Print Invoices / Statements** button on the Menu of Reports screen. This first displays a dialog box asking you to specify a base date for the report. Find operations have no effect on this report.

An example Accounts Receivable Statement report is shown on the next page:

ABC Company STATEMENT				
To :		Payable to : Facility Wizards Software		
Address : 123 Serra Monte		1800 West Larchmont Suite 3FW		
Suite # 200		Chicago, IL 60613		
San Jose , CA 60606-1212		Attn: Accounts Receivable Dept		
USA				
<hr/>				
Location : 1002S3 Wizard Health Spa				
123 Serra Monte				
Suite # 200				
San Jose , CA 60606-1212				
USA				
<hr/>				
Item Date	Invoice #	Description	\$ Amount	Comments
10/31/04	--	Previous Balance	\$ 41,400.00	
<hr/>				
01/01/05	1352	Tenant Rent	\$ 6,700.00	
01/01/05	1352	Tenant Rent	\$ 12,500.00	
01/01/05	1352	Tenant Rent	\$ 1,000.00	
01/01/05	1352	Tenant Rent	\$ 500.00	
02/01/05	1359	Tenant Rent	\$ 6,700.00	
02/01/05	1359	Tenant Rent	\$ 12,500.00	
02/01/05	1359	Tenant Rent	\$ 1,000.00	
02/01/05	1359	Tenant Rent	\$ 500.00	
Total Current Charges			\$ 41,400.00	
Account Balance			\$ 82,800.00	
<hr/>				
Invoices are due upon receipt. After 30 days a late payment penalty may be charged.				
<hr/>				
Real Estate Administration printed February 14, 2005				

Accounts Receivable Statement Report

A.18 Accounts Receivable Aging Report

The Accounts Receivable Aging report prints a list of all Accounts Receivable income payments for subleased properties, including ranges of days that show which payments are overdue and by how much. This report also shows site locations, and totals for all sublease payments across all ranges of days.

To create and print this report, select the **Receivables Aging Report** button on the Menu of Reports screen. Find operations have no effect on the report.

An example Accounts Receivable Aging report is shown on the next page:

ABC Company RECEIVABLES AGING REPORT							
Site #	Address	City State Zip	Outstanding Receivables				
Tenant ID / Name	Total Amt	Total Recvd	< 30	31 to 60	61 to 90	> 90	
1001	65 Idora Street	San Francisco, CA					
1015-S1 ABC Co. Sublease	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,000.00	
1007	3641 Larchmont	Ann Arbor, MI					
1009 Karch Plaza HQ Offices	\$ 92,016.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 92,016.00	
1008	5807 Chevy Chase Park	Raleigh, NC					
1008B Raleigh Branch Sublease	\$ 106,304.00	\$ 22,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,304.00	
1008S1 Specialty Tech	\$ 10,840.00	\$ 0.00	\$ 0.00	\$ 10,840.00	\$ 5,420.00	\$ 0.00	
1011	2222 Magdalena Center	Santo Domingo					
1005S Joe's Adventure Travel	\$ 488,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 488,000.00	
1037	435 North Michigan Ave	Chicago, IL					
10030S Creative Cards & Gifts	\$ 36,508.00	\$ 4,700.00	\$ 8,954.00	\$ 13,654.00	\$ 6,827.00	\$ 9,200.00	
Grand Total	\$ 885,246.88	\$ 26,700.00	\$ 8,954.00	\$ 24,494.00	\$ 12,247.00	\$ 825,098.88	
Facility Wizards Software							

Accounts Receivable Aging Report

A.19 Site List Report

The Site List report prints a list of sites, including site locations, leases within sites, lease expiration dates, and RSF areas. There is a summary report, which contains just this data, and a detailed report that also shows lease types, rental amounts per RSF, and additional detail on site locations.

To create and print this report, select the **Print List** Top Menu button in the Site List screen. This displays a dialog box asking you to choose the detailed or summary report. The sites listed in the report will be the sites listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

Example Site List reports are shown on the following pages:

ABC Company SITE / LEASE LIST REPORT							February 14, 2005	
Lease # / Name	City	State / Prov	Country	Region	Expire	RSF	US\$/SF	
10048	Albuquerque	Albuquerque	NM	USA	Mountain	03/05/05	77,575	\$5.31
10053	Aurora	Aurora	CO	USA	Mountain		85,154	
10006	Niemi Point II	Berlin	PA	USA	Eastern	08/04/06	42,921	\$9.42
10094	Birmingham	Birmingham	AL	USA	Southeast		37,040	
10060	Charleston	Charleston	SC	USA	Southeast	08/05/07	86,083	\$12.00
10002	Institute Campus	Chicago	IL	USA	Midwest	12/01/08	6,000	\$12.00
10030	Chicago	Chicago	IL	USA	Midwest	04/04/09	66,589	\$12.00
10030S	Creative Cards &	Chicago	IL	USA	Midwest	04/04/09	(3,300)	\$8.36
10014	Columbia, MD	Columbia	MD	USA	Eastern	MTM	70,000	\$12.34
10068	Cordova	Cordova	TN	USA	Southeast	08/24/05	416	\$12.00
10058	Flint	Flint	MI	USA	Midwest	01/03/09	110,105	\$12.00
10023	Fort Worth	Fort Worth	TX	USA	Midwest	01/15/10	23,728	\$12.00
10064	Franklin	Franklin	WI	USA	Midwest	09/13/10	47,872	\$0.00
10062	Greenville	Greenville	SC	USA	Southeast	01/01/11	35,602	\$12.00
10011	Indianapolis	Indianapolis	IN	USA	Midwest	05/03/05	13,665	\$12.00
10010	Johnson Tower	Myrtle Beach	SC	USA	Southeast	MTM	12,000	\$5.08
12345	Emerald Isle Golf	Myrtle Beach	SC	USA	Southeast	09/11/07	(7,633)	\$12.00
10049	Orlando	Orlando	FL	USA	Southeast	03/02/06	19,857	\$12.00
1008A	Raleigh - Branch	Raleigh	NC	USA	Southeast	10/01/08	47,203	\$18.22
1008B	Raleigh Branch	Raleigh	NC	USA	Southeast	10/01/08	(6,102)	\$23.60
1008S1	Specialty Tech	Raleigh	NC	USA	Southeast	07/28/09	(2,883)	\$0.00
10070	Roanoke	Roanoke	VA	USA	Eastern	10/08/08	20,557	\$5.84
10015	Rochester	Rochester	NY	USA	Eastern	11/29/15	29,371	\$26.56
10028	Salinas	Salinas	CA	USA	Pacific		117,666	
1002S1	San Jose Art Gallery	San Jose	CA	USA	Eastern	09/30/05	(5,500)	\$15.70
1002S3	Wizard Health Spa	San Jose	CA	USA	Eastern	05/03/10	(8,750)	\$18.51
1002S3	Wendy's Hair Salon	San Jose	CA	USA	Eastern	01/01/06	(4,500)	\$19.20
10025	Shreveport	Shreveport	LA	USA	Southeast		2,286	
10063	Sioux Falls	Sioux Falls	SD	USA	Pacific	02/23/09	38,459	\$12.00
10056	Southfield	Southfield	MI	USA	Midwest	11/12/06	34,819	\$0.00
10066	Spokane	Spokane	WA	USA	Pacific	06/05/08	88,497	\$12.00
10026	Sugarland	Sugarland	TX	USA	Midwest		85,546	\$12.00
1017	Sorich Boulevard	Toronto	ON	USA	Canada	08/01/05	51,230	\$1.08
10019	Upland	Upland	CA	USA	Pacific		116,175	
10021	Vancouver	Vancouver	WA	Canada	Pacific	10/12/04	29,179	\$0.00
10017	Winston Salem	Winston Salem	NC	USA	Southeast		62,976	
Report Total for 36 Lease(s) :							<u>1,419,903</u>	
Facility Wizards Software								

Site List Report – Detailed

ABC Company				February 14, 2005		
SITE LIST REPORT						
Site ID#	Site Name	City	Country	Type	Active RSF	Next Expire
1002	Brent Center Plaza	San Jose	USA	OWN	(18,750)	09/30/05
1004	Indianapolis HQ	Indianapolis	USA	LSE	13,665	05/03/05
1005	Columbia Center	Columbia	USA	LSE	70,000	05/26/07
1006	Johnson Tower	Myrtle Beach	USA	LSE	4,367	09/11/07
1008	Raleigh - Branch	Raleigh	USA	LSE	38,218	10/01/08
1010	Niemi Point II	Berlin	USA	LSE	42,921	08/04/06
1012	Sorich Blvd Tower	Toronto	USA	LSE	51,230	08/01/05
1014	Seth Zurer Institute Campus	Chicago	USA	LSE	6,000	12/01/08
1017	Rochester	Rochester	USA	LSE	29,371	11/29/15
1019	Winston Salem	Winston Salem	USA	LSE	0	
1021	Upland	Upland	USA	LSE	0	
1023	Vancouver	Vancouver	Canada	LSE	29,179	
1025	Fort Worth	Fort Worth	USA	LSE	23,728	01/15/10
1027	Shreveport	Shreveport	USA	OWN	0	
1028	Sugarland	Sugarland	USA	LSE	0	
1033	Salinas	Salinas	USA	LSE	0	
1037	Chicago	Chicago	USA	LSE	63,289	04/04/09
1055	Albuquerque	Albuquerque	USA	LSE	77,575	03/05/05
1056	Orlando	Orlando	USA	LSE	19,857	03/02/06
1060	Aurora	Aurora	USA	LSE	0	
1063	Southfield	Southfield	USA	LSE	34,819	11/12/06
1065	Flint	Flint	USA	LSE	110,105	01/03/09
1068	Charleston	Charleston	USA	LSE	86,083	08/05/07
1070	Greenville	Greenville	USA	LSE	35,602	01/01/11
1073	Sioux Falls	Sioux Falls	USA	LSE	38,459	02/23/09
1074	Franklin	Franklin	USA	OWN	47,872	09/13/10
1077	Spokane	Spokane	USA	LSE	88,497	06/05/08
1079	Cordova	Cordova	USA	LSE	416	08/24/05
1081	Roanoke	Roanoke	USA	LSE	20,557	10/08/08
1110	Birmingham	Birmingham	USA	LSE	0	
Report Total for 30 Site(s) :					913,060	
Facility Wizards Software						

Site List Report -- Summary

A.20 Site Images Report

The Site Images report prints a site's images that are stored in REportfolio, including each image's title.

To create and print this report, select the **Print** Top Menu button in the Site Property Information screen or the Site Property Information Enlarged Image screen. This displays a dialog box asking you to choose the Site Images report or the Site Summary report (which was described above). Find operations have no effect on the report.

An example Site Images report is shown on the next page:

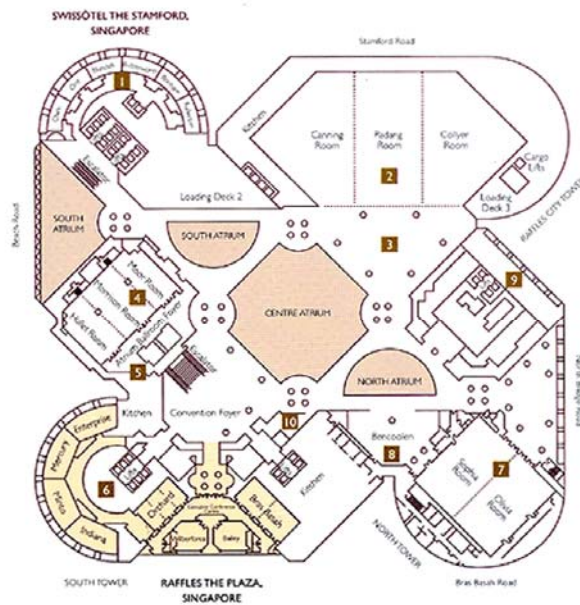
ABC Company
SITE IMAGES

February 14, 2005

Overall building view



Floorplan



Facility Wizards Software

Site Images Report

A.21 Site Reminders Report

The Site Reminders report prints a list of Site Reminders for a site.

To create and print this report, select the **Print** Top Menu button in the Site Reminders screen. Find operations have no effect on the report.

An example Site Reminders report is shown on the next page:

ABC Company

SITE REMINDERS REPORT Site: 1010 Niemi Point II

February 14, 2005

Date / By	Notes / Document
03/31/05	Annual cost forecast report due to managers.
01/12/05	Emergency evacuation manager's rehearsal
02/25/06	New receptionist starts

Facility Wizards Software

Site Reminders Report

A.22 Lease Abstract-Rent/Financial Schedule Report

The Lease Abstract-Rent/Financial Schedule report prints a summary of overall costs and financials for a lease, including lease costs for the current month, the total cost of the lease, and remaining unpaid lease cost. This report also shows the site, lease term, and RSF area.

To create and print this report, select the **Print** Top Menu button in the Lease Financial screen. This displays a dialog box asking you to choose the data to include in the report. This can either be the data that is currently shown in the screen, as determined by the screen's settings, or all financial data for the lease. Find operations have no effect on the report.

An example Lease Abstract-Rent/Financial Schedule report is shown on the next page:

[illegible]

Lease Abstract-Rent/Financial Schedule Report

A.23 Lease Abstract-Schedule of Lease Key Dates Report

The Lease Abstract-Schedule of Lease Key Dates report prints a list of upcoming and missed Lease Key Dates for a lease. This report also shows the lease term, RSF area, and whether the property is subleased.

To create and print this report, select the **Print** Top Menu button in the Lease Key Dates screen. The Lease Key Dates listed in the report will be those listed on the screen, and will be affected by the screen's option to constrain the displayed Lease Key Dates to Active ones only. Find operations have no effect on the report.

An example Lease Abstract-Schedule of Lease Key Dates report is shown on the next page:

Real Estate Administration		LEASE ABSTRACT -- SCHEDULE OF KEY LEASE DATES		February 08, 2005	
Lease #	1002S1	Lease Term			
Site Name	San Jose Art Gallery	Start Date	Oct 15, 2001		
Lease Total RSF	5,500	Expiration	Sep 30, 2005	234 days left	
subleased		Sublease Expire		days left	
Type	Key Date/ Reminder	Description / Notes			
Lease Expire	09/30/05 234 DAYS	Lease expires on September 30, 2005.			
<input type="checkbox"/> inactive					
Renewal Option	06/30/05 142 DAYS	Tenant has options to renew for a term of two (2) years. Tenant shall provide no less than 90 days written notices to Landlord. Rent for renewal period will be set by the landlord a minimum of 60 days prior to this written notice date.			
<input type="checkbox"/> inactive					
Termination	* ONGOING	Tenant can terminate the lease by giving 180 days notice and by remitting 25% of the aggregate rent for the remainder of the lease term.			
<input type="checkbox"/> inactive					
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Lease Abstract-Schedule of Lease Key Dates a Report

A.24 Lease Terms and Conditions Report

The Lease Terms and Conditions report prints the Lease Terms and Conditions for a lease, including the lease expiration date. This report also shows the property's RSF area.

To create and print this report, select the **Print** Top Menu button in the Lease Terms and Conditions screen. The Lease Terms and Conditions listed in the report will be those listed on the screen. Find operations have no effect on the report.

An example Lease Terms and Conditions report is shown on the next page:

ABC Company

LEASE TERMS AND CONDITIONS REPORT

February 08, 2005

Lease : 1002S1 San Jose Art Gallery
Sq Ft : 5,500 Expiration : 01/01/06

Type / Lease Section	Description / Notes
■ Late Fees 2.2.1	Tenant is responsible for a 10% late fee for any rent and security deposit payments made after the required due date for these payments.

Lease : 1002S1 San Jose Art Gallery
Sq Ft : 5,500 Expiration : 01/01/06

Type / Lease Section	Description / Notes
■ Audit Rights 3.11.1	Tenant must notify Landlord of objection to OpEx statement within 60 days of receipt.

Lease : 1002S1 San Jose Art Gallery
Sq Ft : 5,500 Expiration : 01/01/06

Type / Lease Section	Description / Notes
■ Alterations by Tenant 5.2	Alterations by tenant must be approved by landlord at least 30 days prior to the implementation of said alterations. Plans for such alterations must be submitted to the landlord at least 60 days prior to this required approval date.

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Lease Terms and Conditions Report

A.25 Contact Data Sheet Report

The Contact Data Sheet report prints contact information for a Site Contact or Lease Contact, including the person's title, phone numbers, pager number, birthday, company name, and address.

To create and print this report, select the:

- **Print Contact** Top Menu button on the Site/Lease Contact Information screen. This prints the simple report, containing just the single contact shown on the screen.
- **Print Contact Info** Top Menu button in the Site and Lease Contact Information screen.

Find operations have no effect on the report.

An example Contact Data Sheet report is shown on the next page:

ABC Company			
CONTACT DATA SHEET		February 08, 2005	
Lease # :	1 002		
Type :	Ofc Head		
Name	Mike Strezo	EEmail Address	mstrezo@atran.com
Title	CEO	Cell Phone / Car	
Phone #	(312) 527-0200	Other Phone	
Fax #	(312) 527-0209	<i>other phone type</i>	
Pager #		Birthday	
Company	Ameritrans		
Address	444 LeBig Center		
City	Chicago		
State	IL		
Zip	60644-1234		
Country	USA		
Notes			
Facility Wizards Software			

Contact Data Sheet Report

A.26 Lease Documents Report

The Lease Documents report prints a list of document files attached to a lease. For each document, this report shows the document's name, type, status, date, and description.

To create and print this report, select the **Print** Top Menu button in the Lease Documents screen. The documents listed in the report will be the documents listed on the screen. Find operations have no effect on the report.

An example Lease Documents report is shown on the next page:

ABC Company

LEASE DOCUMENTS REPORT

February 08, 2005

Lease : 1002S1 San Jose Art Gallery
Sq Ft : 5,500 Expiration : 09/30/05

Document Information**Description / Comments**

■ Name	FloorPlan.vsd	Current floor plan
Type	Visio document	
Location	C:\Program Files\Facility	
Status	Finalized	Date 02/02/5
■ Name	Cost_Benefit_R01.xls	Lease Cost-Benefit analysis
Type	Excel Spreadsheet	
Location	C:\Program Files\Facility	
Status	Submitted	Date
■ Name	Lease.doc	Lease
Type	Word Document	
Location	C:\Program Files\Facility	
Status	Sent to Atty	Date

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Lease Documents Report

A.27 Key Date Alert Report

The Key Date Alert report prints Key Date Alerts for upcoming Site Reminders and Lease Key Dates, including any comments regarding each Site Reminder or Lease Key Date.

To create and print this report, select the **Print Report** Top Menu button in the Key Date Alerts screen. The Key Date Alerts listed in the report will be those listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example Key Date Alert report is shown on the next page:

ABC Company KEY DATE ALERT REPORT		February 08, 2005
Date	Type / Location	Comments
DECEMBER 2004		
12/01/04	SITE REMINDER -- Site # 1079 Cordova	CAM Reconciliations due.
JANUARY 2005		
01/01/05	RIGHT OF FIRST OFFER -- Lease # 1008S1 Specialty Tech	on adjacent space (5,000 SF)
01/29/05	REMINDER (Right of First Offer) -- Lease # 10011 Indianapolis	Make sure to consult Dave
FEBRUARY 2005		
02/01/05	OPTION TO EXPAND -- Lease # 10010 Johnson Tower	Tenant has the option to expand by giving Landlord 90 days notice.
02/11/05	RIGHT OF FIRST OFFER -- Lease # 10011 Indianapolis	Make sure to consult Dave
02/25/05	SITE REMINDER -- Site # 1002 Brent Center Plaza	Annual cost forecast report due to managers.
MARCH 2005		
03/05/05	LEASE EXPIRE -- Lease # 10048 Albuquerque	
03/12/05	SITE REMINDER -- Site # 1002 Brent Center Plaza	Scheduled fire inspection
MAY 2005		
05/03/05	LEASE EXPIRE -- Lease # 10011 Indianapolis	Decide whether to remodel east wing or allow lease to expire
JUNE 2005		
06/30/05	RENEWAL OPTION -- Lease # 1002S1 San Jose Art Gallery	Tenant has options to renew for a term of two (2) years. Tenant shall provide no less than 90 days written notices to Landlord. Rent for renewal period will be set by the landlord a minimum of 60 days prior to this written notice date.
AUGUST 2005		
08/01/05	LEASE EXPIRE -- Lease # 1017 Sorich Boulevard	
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Key Date Alert Report

A.28 Lease Cost Account Codes Report

The Lease Cost Account Codes report prints a list cost accounts, including General Ledger numbers and any notes.

To create and print this report, select the **Print List** Top Menu button in the Chart of Cost Accounts screen. The cost accounts listed in the report will be the cost accounts listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example Lease Cost Account Codes report is shown on the next page:

ABC Company

LEASE COST ACCOUNT CODES

February 08, 2005

Acct #	Acct Name	GL #	Notes
1001	Base Rent	1-1540929	
1002	Operating Exp	1-8408660	
1003	Utilities	1-4376065	
1004	Real Estate Taxes	1-8535288	
1005	Insurance	1-2601753	
1006	Management Fees	1-7680349	
1007	Miscellaneous	1-3650994	
1008	Parking	1-2265312	
1009	Storage	1-3107898	
1010	CAM	1-4457795	
1011	Work Orders	1-2181350	
3001	Construction	2-1956858	
2001	Tenant Rent	3-8921996	
2002	Tenant Utilities	4-2007053	
2004	Tenant Misc	5-2544105	
2003	Tenant Parking	6-8781783	
1012	Cleaning Services	1-7637611	
3002	Site Improvements	2-1948488	

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Lease Cost Account Codes Report

A.29 FX Rate List Report

The FX Rate List report prints a list of currencies and their exchange rates stored in REportfolio FX, including any notes regarding the currencies and exchange rates.

To create and print this report, select the **Print Report** Top Menu button in the Foreign Exchange Rates screen. The currencies and exchange rates listed in the report will be those listed on the screen. You can execute a Find operation to affect the data shown on the screen, and then the report will contain just that data.

An example FX Rate List report is shown on the next page:

ABC Company FX RATE LIST REPORT			February 08, 2005		
Country	Code	Currency	= US \$	Updated	Notes
Afghanistan	AFA	Afghanistan	0.02282	09/20/04	
Albania	ALL	Leks	0.00976	09/20/04	
Algeria	DZD	Dinars DZD	0.01382	09/20/04	
Angola	AOA	Kwanza	0.01474	07/08/03	
Anguilla	XCD	E.C. Dollars	0.37106	09/20/04	
Antigua	XCD	E.C. Dollars	0.37106	09/20/04	
Argentina	ARS	Peso	0.33304	09/20/04	
Armenia	AMD	Dram	0.00169	07/08/03	
Australia	AUD	Dollars AUD	0.69797	09/20/04	
Austria	EUR	Euro	1.21744	09/20/04	
Azerbaijan	AZM	Manat AZM	0.00020	07/08/03	
Bahamas	BSD	Bahamian Dollars	1.00000	09/20/04	
Bahrain	BHD	Dinars BHD	2.65957	07/08/03	
Bangladesh	BDT	Takas	0.01726	07/08/03	
Barbados	BBD	Dollars BBD	0.49068	09/20/04	
Belarus, Rep.of	BYR	Belarus Ruble	0.00050	07/08/03	
Belgium	EUR	Euro	1.21744	09/20/04	
Belize	BZD	Dollars BZD	0.50000	07/08/03	
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FX Rate List Report



REportfolio can be customized to tailor any of the its reports to your organization's unique requirements, and also to create any additional reports that your organization needs. Contact Facility Wizards or your Facility Wizards distributor for more information.