

PLAN DATA DEMO INSTRUCTIONS

PlanData Systems Corporation / 11 Stewart Avenue / Suite 200 / Huntington, NY 11743

LEASEMAN SOFTWARE

Overview / PlanData's LeaseMan Software

PlanData's LeaseMan software is designed to help the user **track critical property-related information for easier management of his or her leases**. This documentation provides you with instructions for learning the capabilities of PlanData's LeaseMan software. For more detailed information, please refer to the **Help/Contents** selection located on the main menu bar. The demonstration is a full-working copy of LeaseMan, with the exception of a limitation on the number of leases provided, so that you can fully evaluate all the features of the software. Also, should you feel it necessary, it is possible to add two new leases onto the program so that you can test LeaseMan's features on your own property records. During this demonstration, we will introduce you to some of LeaseMan's features, including:

- Alerts
- Tree View Diagrams
- The Summary Menu
- User Definable Data
- Action Items

Ordering LeaseMan

The demonstration version of LeaseMan can be upgraded to a fully functional version by obtaining a valid serial number from PlanData. PlanData has designed the installation process so that you will not have to re-install the software upon program purchase.

Some Technical Notes

Before you start running the enclosed demonstration version of PlanData's LeaseMan software; take note of the following minimum requirements for running LeaseMan. In general, the better class machine, the better the program's performance will be.

The minimum requirements are:

- Pentium IV Processor, 2.0GHZ (or higher)
- 512 MB RAM (1GB recommended) with 250 MB Free Disk Space

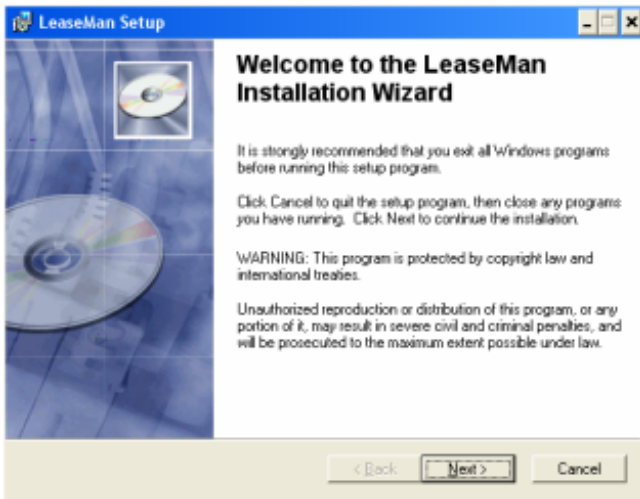
Installation

The user agrees to any and all licensing stipulations as stated in the installation procedure.

To install LeaseMan:

- Place the **PlanData** CD in your CD-ROM drive. Select "**Install LeaseMan.**"
- Follow the prompts of the installation program.
- To view & print documentation simply click on **LeaseMan Documentation** at the main install screen.
- You may be asked to reboot the computer before installation can be completed.
- A password is not necessary when using the demo program.





About LeaseMan

LeaseMan concentrates on the most volatile data associated with real estate data - Critical Dates - although you can track many other aspects of a property as well, including financials, contacts, and user-defined data, among others. LeaseMan is built "on top of" a relational database, which gives the user maximum flexibility.

The Demonstration Version of LeaseMan

Use this Demonstration Version of LeaseMan to evaluate the powerful tools included in the software. **Please note that it is possible to corrupt the enclosed sample databases by performing operations that an otherwise properly trained operator would not perform.** For this reason, we have provided the following tutorial to guide you through some of the basic features.

Getting Started

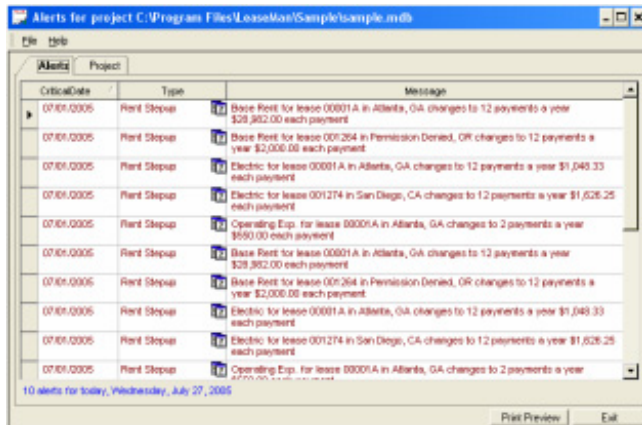
Click *Start > Programs > PlanData > LeaseMan > LeaseMan* from the menu. If you encounter any difficulties, please contact PlanData at 1.800.757.BLDG (2534).

The Alerts for today Dialogue box.

LeaseMan allows you to set up three types of alerts, which will appear at the opening screen each time you run the program.

- The types of Alerts are:
- Legally defined lease dates
 - Lease related action items
 - Reminders

Alerts on action items and lease dates are generated automatically based on user-defined configuration settings. By default, the Alerts screen appears at Startup. In order to access the screen at any other time select **Alerts** from the **View** pull-down menu.



The Main Menu

LeaseMan organizes the most pertinent information to be "at your fingertips" on the Main Menu.

The Main Menu is broken down into 5 areas:

- Pull Down Menus
- Toolbar
- ID Box
- Reference Tabs
- Tree View

As in most Windows applications, LeaseMan uses a pull-down menu and a toolbar, which have duplicate functions. For the purposes of these demonstration instructions we will describe the most efficient methods of operating LeaseMan (i.e. the fewest number of steps to achieve the same result).



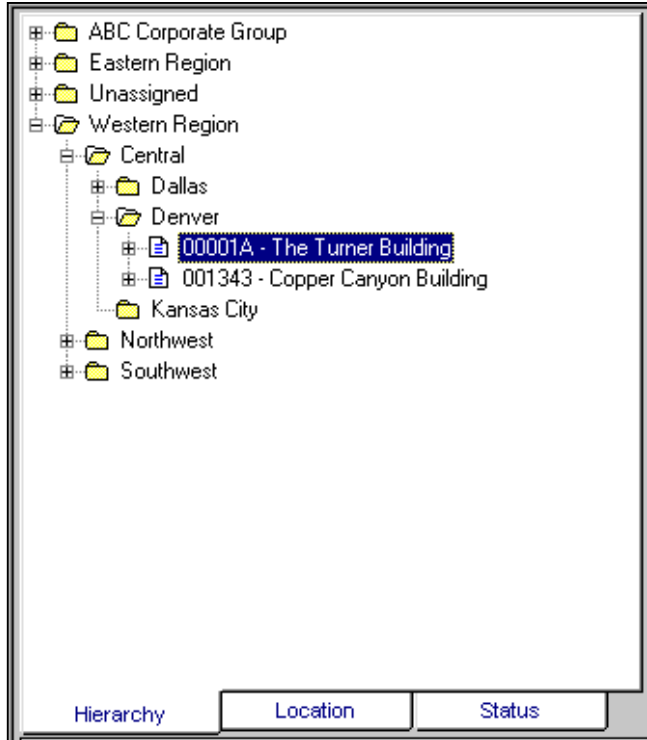
Record ID	00001A
Status	Active
Classification	Leased
Rentable Area	13,908 SF
Expiration	06/30/2009
Branch	DENV
Location	The Turner Building 2143 Overflow Drive Atlanta, GA USA

ID Box

Current Monthly Rent \$28,982.00	Monthly Payment \$30,122.33	Next Renewal Notice 1/1/09	Next Cancellation Notice 1/1/04	Next Expansion Notice 4/1/04
Current Rent/SF \$25.01	Monthly Payment/SF \$25.99	Next Renewal Effective 7/1/09	Next Cancellation Effective 7/1/04	Next Expansion Effective 7/1/04

Lease Info Contacts(2) Documents(2) Action Items(2) Alerts(0) Log Notes(1)

Reference Tabs



Tree View

ID Box

The upper right-hand corner of the main screen displays the active property (as selected on the Tree View) along with some important information regarding property identification.

Reference Tabs

The Reference Tabs bring key information regarding the active property to the main screen.







The Tree View

The Tree View is designed to allow you to easily navigate through your property records, along with any documents or contact records that you might have "attached" to a property record. Using the tabs at the bottom of the Tree View, you can navigate through your property records by the hierarchical organization (that you can set up), by location or by status of the record.

To Select a Property:

- Double click on a level one folder in the Hierarchy view (ex. Eastern Region).
1. Double click on the second level folder (ex. Southeast division) to expand the tree.
 2. Double click on the third level folder (ex. Atlanta)
- Upon completion of expanding the tree, click on a file. The **Property Summary** report and **Record ID** will be designated to this file.

Icon descriptions

-  Active lease/owned property
-  Preliminary lease
-  Canceled lease
-  Archived lease
-  Assigned contact - You can assign unlimited contacts to records
-  Attached document - You can attach unlimited spreadsheets, presentations, etc., to the records.

PlanData Systems Corp. Data

01/23/1998 **Property Summary**

Branch / Property ID

Group: Eastern Group	Eastern Group	Name: CT, STAMFORD	USF: 6.67
Division: North Conn. Dan Saxon		Address: 300 WINTER STREET	RSP: 7.65
Fax: 516757-2190		Contact: Edgar Wistar	Primary Use: SALES OFF

Landlord / Payee

Landlord: Connecticut Real Estate	Mgmt Co: Connecticut Property Mgmt	123 Winter Street
Address: 123 Winter Street	Address: 123 Winter Street	CT, STAMFORD
City/State/Zip: Hartford, CT 01111	City/State/Zip: Hartford, CT 01111	516757-2190
Fax To: _____	Fax To: Yes	

Critical Dates / Options

Original Occupancy: 06/30/1998	Notice Date: 10/01/1998	Right to Assign: Notice Date: _____	Right to Sublet: Notice Date: _____
Term Commencement: 10/01/1998	Term: 123	Default: _____	Default: _____
Rent Commencement: 10/01/1998		Shift: _____	Penalty: _____

Financial Information

Category	Year 1 Oct 1998	Year 2 Oct 1997	Year 3 Oct 1996	Year 4 Oct 1997	Year 5 Oct 1998	Year 6 Oct 1999	Year 7 Oct 2000
Base Rent	190,000.00	190,000.00	190,000.00	190,000.00	200,000.00	200,000.00	200,000.00
Electric	12,380.00	12,380.00	14,265.72	15,406.96	16,624.34	17,830.70	19,036.20
Max. Payment to LL	18,000.00	18,000.00	18,000.00	18,000.00	16,995.67	16,995.67	16,995.67
Avg. Monthly Cost	16,861.47	16,934.36	17,002.14	17,117.25	16,023.29	16,164.32	16,294.00
Total RSP	426.80	426.71	426.30	427.30	426.46	426.85	426.94

Miscellaneous

LL Contribution: 118126	Right to Assign: _____	LLB ABOVE	Views: _____	Can Assign Real Estate: _____
Free Rent: 0	Right to Terminate: _____	LLB ABOVE	Security Deposit: _____	Can Assign C/Bank: _____
Hold Over %: Eastern Lease	Relocation Charge: _____	LLB ABOVE	Phone System: _____	# To Refund: _____

Usage

Category	Area	Number of Occasions	Percent Total %	Area per Occasion	Comments
Hold Over	16	333	18	15.61	Phone System
Parking Spaces	12,295	12,288.00	13.25	14.00	

Comments

Remarks: Duplex, elevation
 Invements: Security Deposit: Connecticut Real Estate amount elevation Connecticut Real Estate amount elevation Connecticut Real Estate amount elevation
 Other: Connecticut Real Estate amount elevation Connecticut Real Estate amount elevation Connecticut Real Estate amount elevation

Approvals

Site Address: _____	Area: _____	Occasions: _____	Occupant: _____	Comments: _____
Free Rent: 10011994	10011994	10011994	10011994	

Property Summary Menu

One of the best features of LeaseMan is the single page lease abstract which breaks a lease down to its most important elements. PlanData has taken this concept further in LeaseMan by using this summary as the main menu. In other words, if the user can find the information on the sheet of paper (the lease summary) then he or she can find it in LeaseMan by clicking on the section that he or she wants to work with. Following are brief instructions to demonstrate this:

1. Click on the area of the "report" that you want to view, and the appropriate dialogue box will appear.
2. Click on the **Edit** icon to make changes to the field.
3. Click on the **Save** icon to complete changes

The **cancel** icon will erase all changes.

Following is a brief review of each section of the summary menu:

Please note, the Property Summary sections will differ depending on whether the property is owned or leased. For the purpose of these demonstration instructions, we will focus on lease related data.

LeaseMan - C:\PROGRAM FILES\LEASEMAN\SAMPLE.MDB - [Identification]

File Edit View Reports Administration Help

Search Filter Print Previous Next Last Save Cancel Delete Print Refresh Contacts Compare

Record ID: 00001A **The Turner Building**

Branch: Atlanta	Address: 2143 Overlook Drive Suite 5100 Atlanta, GA 31208	Classification: Leased	Status: ACTIVE
Group: Eastern Region	County: _____	USF: 15,000	RSP: 15,000
Division: Southeast	Country: USA	Add Factor, %: 0.00	Loss Factor, %: 0.00
Name: Atlanta	Building phone: 770 555 5555	Storage: 0	Building RSP: 15,000
Address: 9999 Peachtree SE	Building fax: 770 555 5550	Pro Rata Share, %: 100.00	Master ID: _____
City/State/Zip: Atlanta, GA	Contact name: Henry Aaron	Primary Use: SALES OFF	Legal Entity: _____
Contact: T. Turner	Contact position: Manager	Security Deposit: No	Proportionate Share: _____
Phone: 770 555 5555	Contact phone: 770 555 5555	Proportionate Share: _____	Last Updated: 7/18/2005, 02:06:29 PM by ADM
Export for Mapping Software	Hold Over %: _____		

CAPS NUM INS 7/27/2005 10:34 AM

Branch / Property ID

The basic information regarding a property is located in the right-hand column of the **Branch/Property ID** screen. Some key features to note:

- You can tie property records to master IDs from subleases, etc.
- Automatic calculations for Add/Loss factors and pro-rata share which can be overwritten by the user.

LeaseMan - C:\PROGRAM FILES\LEASEMAN\SAMPLE.MDB - [Landlord/Payee]

File Edit View Reports Administration Help

Search Filter Print Previous Next Last Save Edit Delete Print Refresh Contacts Return

Record ID: 00001A **The Turner Building**

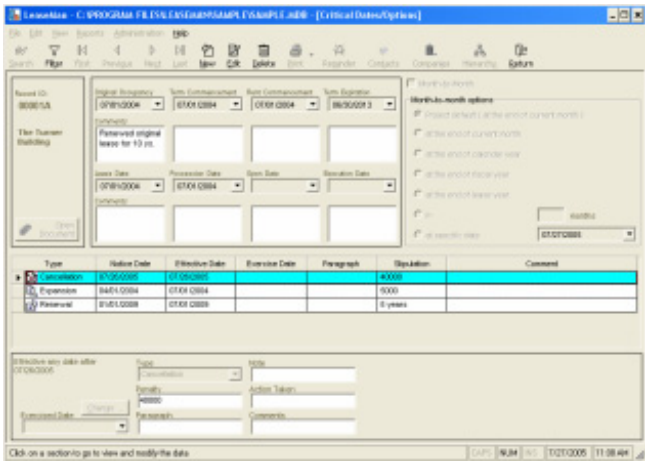
Landlord: Door Valley Real Estate	Mgmt Co: Alpha Properties, Inc.	Legal Notice: Alpha Properties, Inc.
Company Code: APR	Company Code: APR	Company Code: APR
Address: 112 Newborn Lane	Address: 123 Main Street	Address: 123 Main Street
City/State/Zip: Denver, CO 80018	City/State/Zip: Miami, FL 33221	City/State/Zip: Miami, FL 33221
Contact name: James Wood	Contact name: Rock E. Mountain	Contact name: Rock E. Mountain
Phone / Fax: 303-963-5200	Phone / Fax: 303 555 5555	Phone / Fax: 303 555 5555
Payment To: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Payment To: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Payment To: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Landlord / Payee

To modify the **Landlord/Payee** data screen, click on the **Landlord/Payee** section of the Property Menu. Click on the **Edit** icon to change fields where you can change information such as the landlord, the management company, or another organization involved with the property. This section also allows you to enter which of the three will receive payment for this particular record. Note that you can modify each of the column headers in this section.

When finished, click on the **Save** icon and then the **Return** icon, located on the toolbar.



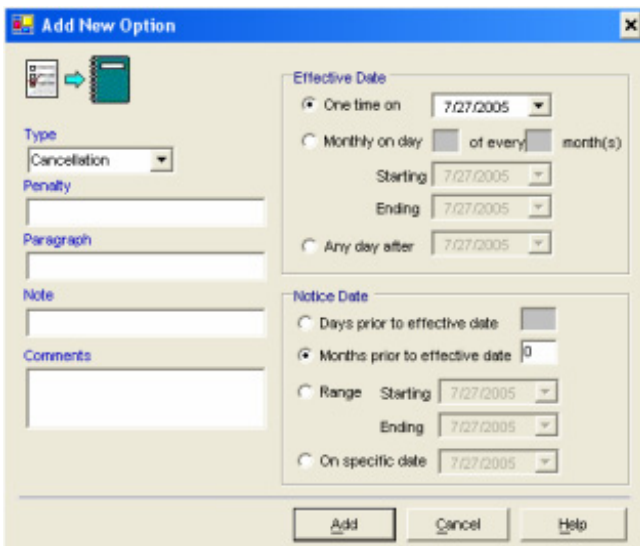
Critical Dates / Options

This section is the most important of all since it is where the most crucial information regarding leases is located - lease dates. These dates are incorporated into the Critical Lease Date report. To work with critical lease dates, click on the **Critical Dates / Option** section of the Property Summary. There are four dates that appear one time for any given lease. They are:

- Original Occupancy
- Term Commencement
- Rent Commencement
- Term Expiration

In addition to these, you can have an unlimited number of options attached to each lease of the following types:

- Renewal Options
- Cancellation Options
- Expansion Options

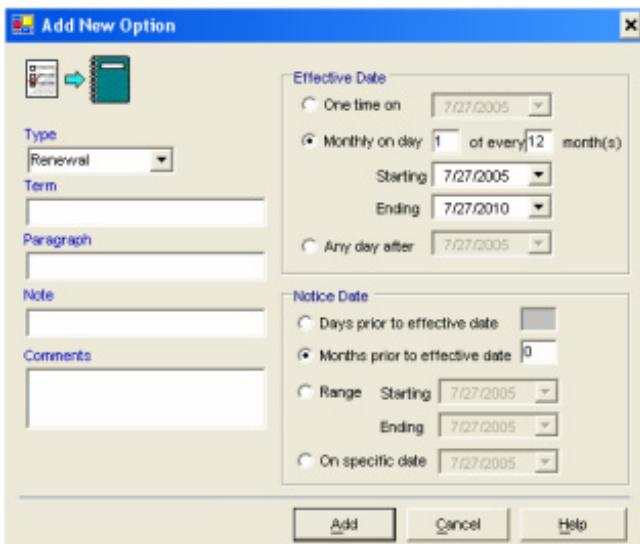


You can also use this screen to flag if a lease is on a month-to-month basis. This information will print up on the Summary Report for leases, which are month-to-month. In addition, the Lease Commitment report will show this record as 0, but the Annual Obligation Report will carry any value entered into the Financial Section for this record. These can be found under **Reports** at the top of the main screen.

Option Dates

The following options are handled by LeaseMan:

Option to renew, Options to expand, Option to cancel lease. A lease can have any number of these options, and the software gives you great flexibility when scheduling options over the lifetime of a lease. Therefore, while some options can be "one-time" options, others can be recurring or available to a tenant at any time after a specified date. Each option has three dates associated with it - **Notice Date**, when a tenant should be reminded of an approaching option; **Effective Date**, when an option takes effect; and **Exercise Date**, the date that an option was exercised.



To add an option to a lease, go to the **Critical Dates /Options** section and click on the **New** button on the main toolbar. A form will appear on the screen, allowing you to enter all necessary option information and specify option's dates. Under **Type**, there will be three options available, obtained by clicking on the list box.

Recurring Options

LeaseMan provides tools so that the user can make one entry for options that recur (i.e. annual options to renew or cancellation options "any time after" a certain date).

LeaseMan - C:\PROGRAM FILES\LEASEMAN\SAMPLE\SAMPLE.MDB [Financial Information]

Record ID: 00001A The Turner Building

Cost Code	Pay TL	Year 1 Jul 2006	Year 2 Jul 2007	Year 3 Jul 2008	Year 4 Jul 2009	Year 5 Jul 2010	Year 6 Jul 2011	Year 7 Jul 2012	Year 8 Jul 2013	Year 9 Jul 2014
Base Rent	17	\$20,100.00	\$20,700.00	\$21,300.00	\$21,900.00	\$22,500.00	\$23,100.00	\$23,700.00	\$24,300.00	\$24,900.00
Escalate	18	\$11,000.00	\$12,075.00	\$13,200.00	\$14,380.00	\$15,610.00	\$16,890.00	\$18,220.00	\$19,600.00	\$21,030.00
Operating Exp.	19	\$1,000.00	\$1,100.00	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00	\$1,600.00	\$1,700.00	\$1,800.00
Leasehold		\$114,400.00	\$26,460.00	\$52,920.00	\$79,380.00	\$105,840.00	\$132,300.00	\$158,760.00	\$185,220.00	\$211,680.00
Inv. Payment		\$20,100.00	\$20,700.00	\$21,300.00	\$21,900.00	\$22,500.00	\$23,100.00	\$23,700.00	\$24,300.00	\$24,900.00
Inv. Monthly Cost		\$26,200.00	\$50,120.00	\$73,980.00	\$97,840.00	\$121,700.00	\$145,560.00	\$169,420.00	\$193,280.00	\$217,140.00
Base Rent W/S/P		\$30.11	\$31.16	\$32.21	\$33.27	\$34.32	\$35.37	\$36.42	\$37.47	\$38.52
Base W/S/P		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total W/S/P		\$30.11	\$31.16	\$32.21	\$33.27	\$34.32	\$35.37	\$36.42	\$37.47	\$38.52

Financial Information

You can view financial information about annual rent, services costs and escalations by clicking on the **Financial Information** section of the **Property Summary** menu. Data is displayed in a grid for easy use and validity checks have been incorporated to ensure consistency. The user can also define additional cost categories. In addition, you can initially input projected data and, over time, enter actual information as well as revise previous estimates. This can be used as a very valuable budgeting tool.

Unlike the other screens in LeaseMan, the **Financial Information** data screen represents what will print out on the Summary Report in the **Financial** Section. The data that generates these totals can be accessed either by double-clicking in the Grid-Type display or by selecting **View**, then **Financials** located on the Menu Bar.

LeaseMan - C:\PROGRAM FILES\LEASEMAN\SAMPLE\SAMPLE.MDB [Miscellaneous]

Record ID: 00001A The Turner Building

Right to Sublet	Y-w/LL Consent	Airport Dist	5.5 Miles
LL Contribution	254767.5	Views	Pond
Free Rent	0 Months	Road Rights	Road Access
Health Club	No	% Occupied	100
Hold Over %	0%	Latitude	Inter-Tel
Parking Spaces	5 Reserved	Longitude	On Site
Communications	Satellite	Negotiator	M. Albright
RE Broker	Dushget & Steppmountain	Prior Year Revenue	\$0.8 Million

Click on a section to go to view and modify the data

To work with **Financials**, click on the **Financial** section of the **Property Summary** Menu and a grid will be displayed of the existing calculations. To edit there, click on the **edit** button, then click on the **Payment Details** button.

LeaseMan allows you to provide the minimum input for this information, which yields the greatest results. For example, if you only had one record for Base Rent in this data grid, then LeaseMan would carry this out until the end of the lease. If you have a "bump" in the rent, simply enter that and, unless you have another base rent record in this table, that entry would be carried out for the remainder of the lease.

Miscellaneous Data

As the name might indicate, this section is where you can input other aspects of the property. The labels in the **Miscellaneous** section can be set up by user-defined data models or modified on a lease-by-lease basis.

LeaseMan - C:\PROGRAM FILES\LEASEMAN\SAMPLE\SAMPLE.MDB [Space Usage Information]

Record ID: 00001A The Turner Building Total area (13,938.00 SF) doesn't match rentals

Use	Area	Percent Total	Occupant	Area/Occupant	Ceiling	Wall V-Width	Comments
Administration	3250	23.32%	18	181	8'		
R&D	3958	27.74%	10	386	10'		
Sales	6800	48.93%	42	162	8'		

Usage

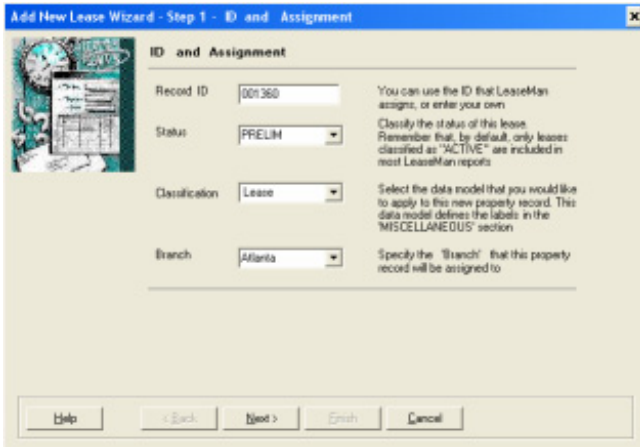
LeaseMan allows you to track information regarding a property's usage in the event that the same site serves multiple purposes. For example, the site may have numerous buildings on it with one being a warehouse, another being office space, and a third being manufacturing. Use the usage data screen to keep track of these buildings, as well as the SF/person ratios for each, or even space allocations co-locating entities.

Comments

You can record any comments for a given property in any of the three comment sections provided in LeaseMan. You can also modify each of the three column headers on a lease-by lease basis.

Approvals

LeaseMan provides several fields where approvals for the record can be noted and/or tracked. We suggest that as a property whose status is designated "Preliminary" gets signed, the names would then be entered into the appropriate fields as would the dates for each signature.

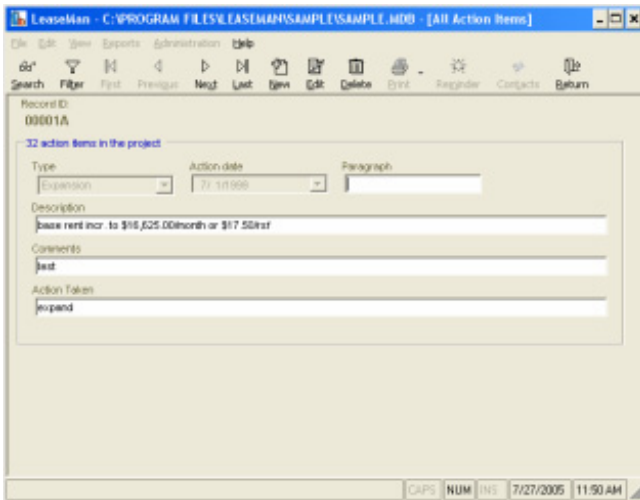


Adding a New Lease

LeaseMan allows you to enter a lease through our **New Lease Wizard**, which you can run by clicking on the **New** button on the toolbar when you are on the Lease Summary Screen.

Action Items

Action Items allow you to track other tasks related to records. These could include reminders to contact a branch manager about an option date, or to collect insurance certificates. You can also enter a paragraph reference to a legal document as well as enter some comments about any action taken. This can be accomplished by right clicking on the property record in the tree view and selecting **Action Items**.

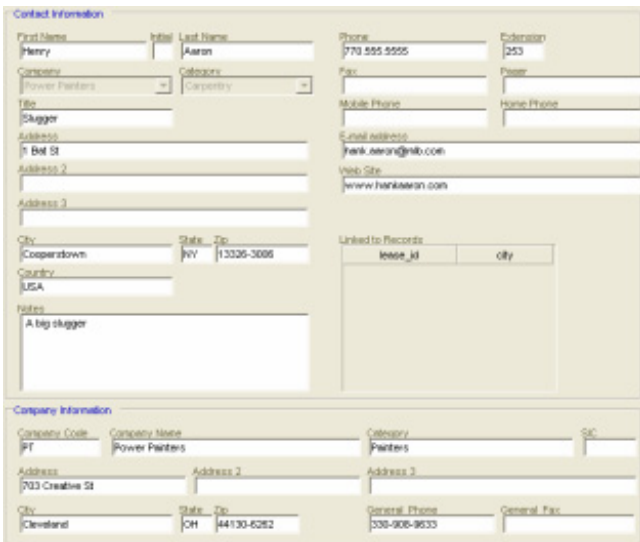


Attaching Documents

It is possible to attach a documents to a lease using LeaseMan, making it that much easier to track all data pertinent to a lease. To do this, right click on the property you are working with in the tree view. A menu will appear with a browser where you can select the file from the folders given. When you have done this select the **Documents** tab from the **Reference Tabs** at the bottom of the screen. This tab tells you the number of documents attached, the file name, and allows you to make notes about the document as well as list the document type.

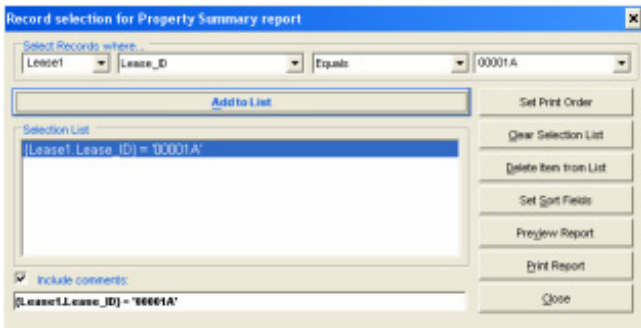
Working With Contacts

It is important to keep track of all contacts associated with a lease, from real estate agents to plumbers. This couldn't be easier with LeaseMan. Select **View > All Contacts**. A dialogue box will appear giving you the opportunity to fill in all information regarding a contact. Select the **New** button to create a new contact and the **Edit** button to change information regarding a contact. You can also "attach" contacts to leases by right-clicking on a property record and choosing **Assign Contacts**. The **Reference Tabs** will reflect the number of contacts associated with a lease, and upon selecting the **Contacts** tab you will see all contacts assigned to a lease listed



Logging Notes

LeaseMan allows you to log notes associated with a property record by going to **View > Log File**. Press the **New** button, select the contact, and enter the note. The date is automatically entered. When finished, press **Save** and then **Return**. The log notes can also be modified by clicking on the **Edit** button. The **Log Notes** tab will give you all notes logged to a lease.



PlanData Systems Corp.		Global Company							
Leased Property Details									
Branch: Atlanta	Property ID: 00001A	Status: Active							
Office: Eastern Region	Name: The Turner Building	COF: 15,000.00							
Division: RealEstate	Address: 2143 Cleveland Drive	RSF: 15,000.00							
Market: Atlanta	Suite #100	Storage: 0.00							
Address: 3660 Peachtree SE	City/State: Atlanta, GA 31106	Building Factor: 15,000.00							
City/State: Suite 100	County: ADA	Building POF: 15,000.00							
Phone: 770.552.5555	Phone/Fax: 770.552.5555 / 770.552.5555	Portfolio Share: 100.00%							
City/State: Contact: T. Turner	Contact: Nancy Rouse	Primary User: SALES OFF							
Phone: 770.552.5555	Position: Manager	Classification: Leased							
Fax: 770.552.5555	Phone: 770.552.5555	Legal Entry: No							
Landlord / Payment Information									
Landlord: Deer Valley Real Estate	Right Co: Alpha Properties, Inc.	Legal Hold: Alpha Properties, Inc.							
Address: 12 Sanders Lane	Address: 123 Main Street	Address: 123 Main Street							
City/State: Denver, CO 80219	City/State: Miami, FL 33101	City/State: Miami, FL 33101							
Contact: James Wood	Contact: Rick E. Weinbaum	Contact: Rick E. Weinbaum							
Phone: 303.943.4280	Phone: 303.555.5555	Phone: 303.555.5555							
Fax: 303.943.4280	Fax: 303.555.5555	Fax: 303.555.5555							
Pay To: Yes	Pay To: No	Pay To: No							
Critical Dates / Options									
Original Occupancy: 5/1/2004	Renewal Date: 5/1/2009	Succession Notice Date:	Expiration Date: 1/31/2009						
Term Commencement: 5/1/2004	Expiration: 5/1/2009	Notice:	Effective: 1/31/2009						
Term Commencement: 5/1/2004	Term: 5 years	Priority: \$ 40,000.00							
Term Termination: 6/30/2013	Notice:	Notice:							
Option Details									
Lease	Renewal Date	Expiration	Notice						
Continuation	07/01/2006	07/01/2006							
Expiration	04/01/2004	07/01/2004	0.00						
Renewal	07/01/2006	07/01/2006	5 years						
Financial Information									
Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Operating Exp. *	1,000.00	1,100.00	1,200.00	1,300.00	1,400.00	1,500.00	1,600.00	1,700.00	1,800.00
Electric	17,000.00	17,500.00	18,000.00	18,500.00	19,000.00	19,500.00	20,000.00	20,500.00	21,000.00
Basic Rent	381,482.00	381,482.00	381,482.00	381,482.00	381,482.00	381,482.00	381,482.00	381,482.00	381,482.00
Annual Cost	314,482.00	314,482.00	314,482.00	314,482.00	314,482.00	314,482.00	314,482.00	314,482.00	314,482.00
Max. Payment \$/Sq. Ft.	20.96	20.96	20.96	20.96	20.96	20.96	20.96	20.96	20.96
Avg. Monthly Cost	26,206.83	26,206.83	26,206.83	26,206.83	26,206.83	26,206.83	26,206.83	26,206.83	26,206.83
Base Rent \$/RSF	\$20.11	\$20.11	\$20.11	\$20.11	\$20.11	\$20.11	\$20.11	\$20.11	\$20.11
Other \$/RSF	\$0.85	\$0.85	\$0.85	\$0.85	\$0.85	\$0.85	\$0.85	\$0.85	\$0.85
Year \$/RSF	\$20.96	\$20.96	\$20.96	\$20.96	\$20.96	\$20.96	\$20.96	\$20.96	\$20.96
* Occupancy cost and separately.									
Operating Expenses:									
RE Tax Exclusions:									
Other Exclusions: 10% of BASE RENT INCR. TO \$16,000.00 (\$17,000.00)									
Cap Exclusions:									
PP Exclusions:									

Printing Property Summaries & Reports

At any point in this process, you can print a property summary by clicking on the **Print** icon on the toolbar. A list box will prompt you to select the type of record you want to print. To view the summary before printing, click on the **Preview Summary** icon, located on the right side of the screen.

Other Reports are available in LeaseMan, such as:

- **Financial** – these give you information on lease commitment, schedules, Annual Rent Obligation, or Annual Cash Flow.
- **Date Related** – focuses on either action items or critical lease dates.
- **Property Listings** – by expiration, city and state, hierarchy, or security deposit.
- **Miscellaneous** – gives you reports dealing with contacts, log notes, or hierarchy
- **Ad-Hoc Reports** – allows you to choose the type of report printed out.

Thank you for considering LeaseMan

Once you have evaluated LeaseMan, we are confident that you will have found this product to meet your lease tracking needs in a cost effective way. We think you'll agree that the simple graphical interface coupled with well-formatted reports and tools to track other important lease information is the most cost effective tool for tracking critical lease dates on the market today. You can turn this demonstration version of LeaseMan into a fully functional version by contacting PlanData at:

PlanData Systems Corp.

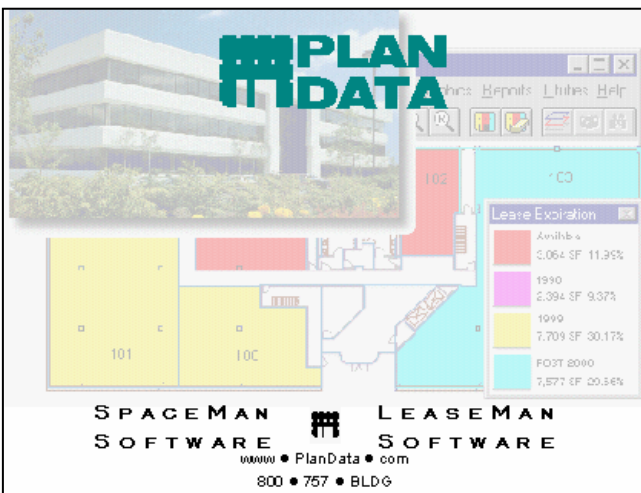
11 Stewart Avenue/Suite 200

Huntington, NY 11743

Phone: 631 - 427 - 9300

Fax: 631 - 427 - 9490

Website: www.PlanData.com



Our trained staff is ready to assist you with the setup, provide tips on importing current database information as well as provide you with the technical support you may need. Thank you for considering LeaseMan as your tool for avoiding the pitfalls of missed lease dates.