



Version 7

# User Guide

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## Introduction

Thank you for using Abstract Pro software! This User Guide is intended to help you learn to use Abstract Pro quickly and efficiently.

### Product Overview

Abstract Pro is a Microsoft Excel based application designed specifically to abstract, track and report commercial real estate lease information. Abstract Pro combines the strength of Excel formulas and the automation of VBA (Visual Basic for Applications) to provide a powerful database for your lease information. The Excel worksheets and workbook are protected for data integrity and proprietary reasons.

### Software Requirements

Abstract Pro operates on virtually any computer running Microsoft Excel 97 or newer software versions of Microsoft Excel for Windows.

### Installation and Maintenance

Abstract Pro is an Excel workbook file and can be stored anywhere on your computer's hard drive. Remember to save your work regularly and always keep a separate back-up copy (CD, disk, etc.) of your work in a separate place for safekeeping. Also, keeping multiple back-up copies in a separate folder with the current date in the file name (Lease Abstracts 10-1-09.xls) is a good practice each time the file is updated providing a history and back up in case files are lost or corrupted. It's always a good habit to **periodically click the Save button** to protect your work!

### Operation

When opening Abstract Pro you must click "Enable Macros" on the start-up warning message (or "Enable this content" on the Security Warning bar on Excel 2007), in order for the program to operate properly. (Macros are simply automatically executed program functions (like VBA) that power forms and various functions.)

**Note:** If you do not receive a start-up macro warning screen, you are likely using Excel 2000 or newer and must change your settings on the Excel toolbar (Tools/Macros/Security and changing the Security Level setting from High to Medium).

### Getting Started

Three important steps should be completed prior to entering lease data in Abstract Pro:

- 1) Review the User Guide** to understand the basic operation of Abstract Pro
- 2) Lease Name (Lease ID)**-Establish a unique Lease Name for each lease to be abstracted. This Lease Name will become the Lease ID for database identification. For example: the State abbreviation, City or a number for multi-state tenancies (e.g. CA-001, CA Los Angeles, etc.), State/City/Street Address (TX-Dallas 1010 Main).
- 3) Lease Clause Field Names**-There are 15 user-defined lease clause fields that you may customize to suit your project needs. See **Section 2-Menu-Lists** for instructions on updating the lease clause names.



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## Overview

### Abstract Pro consists of three main areas:

- 1) **Lease Summary** – The Lease Summary is the “home” page of the program when opening Abstract Pro and is used to view individual lease summaries.

Abstract Pro Trial Copy  
Lease Summary

Menu  
Go to Page 2

Premises	Parties
<b>Lease ID:</b> NY-001 New York City	<b>Landlord:</b> Developers United
<b>Address:</b> 205 42nd Street	<b>Address:</b> 677865 United Drive, Sylvestar, AL 45634
<b>Suite/Floor:</b> Suite 1710	<b>Contact:</b> Judy Jason (205) 555-1212
<b>City / State / Zip:</b> New York, NY 10010	<b>Tenant:</b> ABC Company
<b>Rentable SF:</b> 970	<b>Address:</b> 500 Main Street, Pittsburgh, PA 38768
<b>Property Use:</b> Office	<b>Contact:</b> Pete Smith (412) 555-1212

---

**Lease Information**

<b>Commencement:</b> September 1, 2009	<b>Status:</b> Active
<b>Lease Term:</b> 10 years	<b>Type:</b> Modified Gross
<b>Expiration:</b> August 31, 2019	<b>Sec Dep:</b> \$6,000.00

- 2) **Menu** – The Menu screen provides options to select a Lease Summary to view, print or copy; add new or edit existing lease data; view and print Portfolio Reports; and select Utilities to export portfolio lease data, to run spell-check, to update the lease clause list and access help.

- 3) **Data Form** – The Data Form is where all lease data is added and edited. The use of a “data form” affords better control and data protection when compared with direct data input in an Excel spreadsheet. The Date Calculator helps provide accurate calculation of important lease dates.

# 1) Lease Summary

**Overview-** The **Lease Summary** is a 2-page report grouped in sections for premises information, landlord and tenant information, lease term dates, rent and option information on the first page, and 15 user-defined lease clauses on the second page.

**Abstract Pro Trial Copy**  
**Lease Summary**

Menu
Go to Page 2

Premises		Parties	
<b>Lease ID:</b>	NY-001 New York City	<b>Landlord:</b>	Developers United
<b>Address:</b>	205 42nd Street	<b>Address:</b>	677865 United Drive, Sylvester, AL 45634
<b>Suite/Floor:</b>	Suite 1710	<b>Contact:</b>	Judy Jason (205) 555-1212
<b>City / State / Zip</b>	New York, NY 10010	<b>Tenant:</b>	ABC Company
<b>Rentable SF:</b>	970	<b>Address:</b>	500 Main Street, Pittsburgh, PA 38768
<b>Property Use:</b>	Office	<b>Contact:</b>	Pete Smith (412) 555-1212

Lease Information			
<b>Commencement:</b>	September 1, 2009	<b>Status:</b>	Active
<b>Lease Term:</b>	10 years	<b>Type:</b>	Modified Gross
<b>Expiration:</b>	August 31, 2019	<b>Sec Dep:</b>	\$6,000.00

Rent							
Base Rent		Current Total Monthly Rent: \$3,217.00			Per RSF: \$39.80		
Start	Monthly	Annual	\$/RSF	Start	Monthly	Annual	\$/RSF
9/1/2009	\$3,000.00	\$36,000.00	\$37.11	9/1/2014	\$3,500.00	\$42,000.00	\$43.30
9/1/2010	\$3,100.00	\$37,200.00	\$38.35	9/1/2015	\$3,600.00	\$43,200.00	\$44.54
9/1/2011	\$3,200.00	\$38,400.00	\$39.59	9/1/2016	\$3,700.00	\$44,400.00	\$45.77
9/1/2012	\$3,300.00	\$39,600.00	\$40.82	9/1/2017	\$3,800.00	\$45,600.00	\$47.01
9/1/2013	\$3,400.00	\$40,800.00	\$42.06	9/1/2018	\$3,900.00	\$46,800.00	\$48.25

<b>Rent Comments:</b>	None	
<b>Operating Expenses:</b>	TT pays estimated monthly pro-rata share over a 2009 Base Year (Ext Agr and L2/I C)	<b>Monthly \$</b> \$67.00
<b>Property Taxes:</b>	Included in Operating Expenses (Ext Agr and L2/I C)	
<b>Utilities:</b>	TT shall reimb LL for submetered electric. (L12/VIII) (Add1/1 & 4)	\$150.00
<b>Other Rent:</b>	None	

Options		Notice Date
<b>Renewal:</b>	None	
<b>Expansion:</b>	TT has the right to lease Space 200 upon 120 days prior notice to Landlord. Rent to be at the prevailing rent for comparable space in	120 days
<b>Termination:</b>	TT may terminate the lease upon 180 days prior notice to Landlord.	180 days
<b>Other Option:</b>	TT has the right to reduce the size of the Premises by 50% at the end of the 4th year with 6 mos notice to LL. (L3/2.1)	2/28/2013

## Lease Summary (Continued)

### Abstract Pro Trial Copy

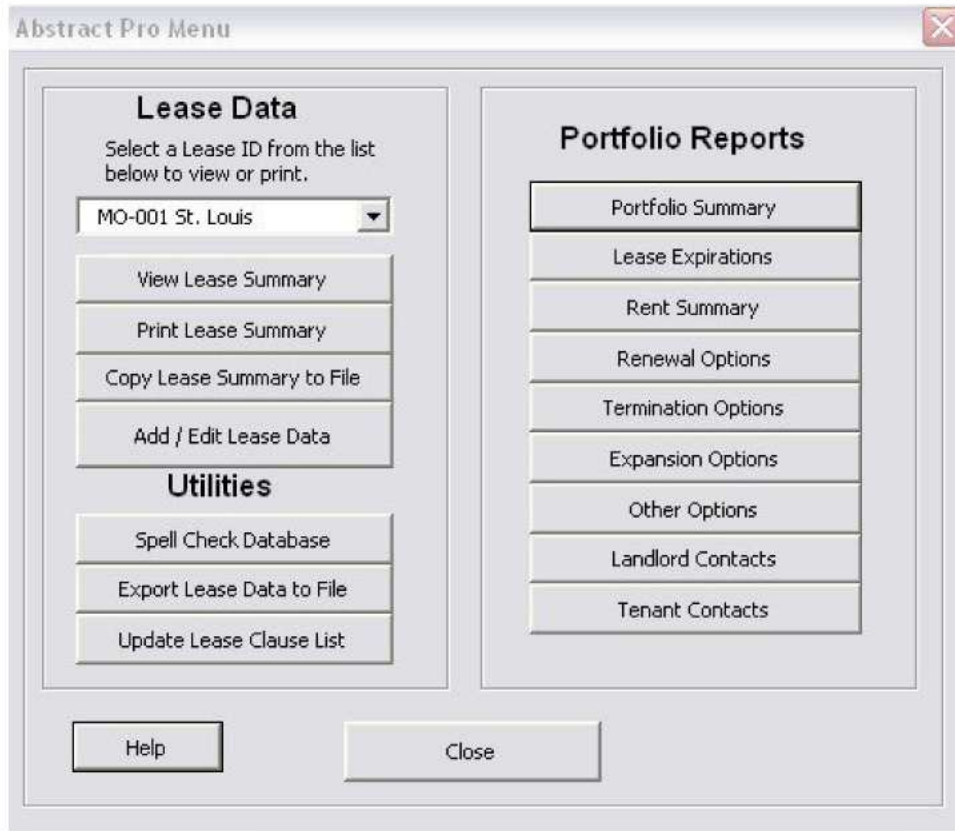
#### Lease Clauses

<b>Lease ID:</b>	<b>NY-001 New York City</b>	<a href="#">Back to top</a>
<b>Alterations</b>	LL consent is required for alterations visible from the exterior of Premises. (L14/IX 6)	
<b>Assign/Sublet</b>	LL reasonable consent is required. LL entitled to all excess rent from a transfer. (L15/XX)	
<b>Default</b>	Monetary and Non-monetary cure period of 10 days after LL's notice (L17/XXV)	
<b>Estoppel</b>	TT shall evidence subordination of Lease upon LL's request. (L16/XXIII)	
<b>Holdover</b>	MTM. 100% Rent with LL consent. 200% Minimum Rent w/o LL consent. (L19/XX)	
<b>Insurance</b>	Fire / liability for \$1M each. (Add2/9) Plate glass/boiler for \$100K (L10/VI A)	
<b>Late Charges</b>	10% of the current monthly Rent and Add'l Rent if not paid by the 5th of the month (L2/I B)	
<b>Notice</b>	Notice by certified or registered mail, RRR. (L21/XXVI)	
<b>Repairs</b>	T to maintain Premises (L2/II)	
<b>Sec. Deposit</b>	Refundable after expiration (L28/XX)	
<b>Subordination</b>	T to deliver upon LL's request. (L12/XXII)	
<b>TI Allowance</b>	None	
<b>Turnover</b>	N/A	
<b>Use</b>	General office (L2/II)	
<b>Comments</b>	Abstracted by Joe Smith 7/29/09	

Click the **Menu** button to access all functions for lease data information. Click the navigation buttons (**Go to Page 2** and **Back**) to quickly "toggle" back and forth between pages. Or scroll or page up/down to view information.

## 2) Menu

**Overview**-The Menu screen displays options to view, print, and copy a Lease Summary; add new or edit existing lease data; spell check the database; export the portfolio lease data; update lease clause lists; and access help.



### To View a Lease Summary

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **arrow button in the Lease ID window** to display the drop-down list of lease data records. Lease IDs are listed in alphanumeric order. (A-Z, 0-9). You may also type the first letter the desired Lease ID to “jump” to that Lease ID.
- 3) Click on the desired **Lease ID** and click **View Lease Summary**.

### To Print a Lease Summary

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **arrow button in the Lease ID window** to display the drop-down list of lease data records. Lease IDs are listed in alphanumeric order. (A-Z, 0-9). You may also type the first letter the desired Lease ID to “jump” to that Lease ID.
- 3) Click on the desired **Lease ID** and click **Print Lease Summary** to display the print dialogue screen. Click **OK** to proceed to print.

### To Copy a Lease Summary to File (Excel, CSV, etc. to e-mail)

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) **Select the Lease ID** of the Lease Summary you wish to copy.
- 3) Click the **Copy Lease Summary to File** button and click “Yes” on the confirmation message box to continue. The Lease Summary (values and format) will be copied to a new Excel workbook. This allows a Lease Summary to be e-mailed. All data in Abstract Pro will remain intact.
- 4) At the prompt, **save the spreadsheet** in a folder with a name you specify.

## Menu (Continued)

**Abstract Pro Menu**

**Lease Data**  
Select a Lease ID from the list below to view or print.

MO-001 St. Louis

View Lease Summary

Print Lease Summary

Copy Lease Summary to File

Add / Edit Lease Data

**Utilities**

Spell Check Database

Export Lease Data to File

Update Lease Clause List

**Portfolio Reports**

Portfolio Summary

Lease Expirations

Rent Summary

Renewal Options

Termination Options

Expansion Options

Other Options

Landlord Contacts

Tenant Contacts

Help Close

### To Add New or Edit Lease Data

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **Add/Edit Lease Data** button to display the **Data Form** (See **Section 3-Data Form instructions** below).

### To Spell Check the Database

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **Spell Check Database** button and follow the directions.

### To Export Lease Portfolio Data to a separate file

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **Export Lease Data to File** button and click "Yes" on the confirmation message box to continue. The lease record data (values and format) from the Abstract Pro database sheet will be copied to a new Excel workbook (for additional analysis or for importing into a separate program). All data in Abstract Pro will remain unchanged and intact.
- 3) At the prompt, **save the spreadsheet** in a folder with a name you specify.



## Menu (Continued)

### Update Lists- Lease Clause Names

There are 15 lease clause fields whose names may be customized by the user. The Lease Clauses should be established and modified prior to commencing entering lease data records. Generally, it is a good idea to list the lease clauses titles in alphabetical order for faster reference. Any unused fields may also be left blank if desired.

Once modified, the corresponding modified field names will automatically appear on the **Data Form** and the **Lease Summary** page.

#### To Name the User-Defined Lease Clause Fields

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **Update Lease Clause List** button on the **Menu**.
- 3) Type the desired **Lease Clause** names in order on the list.
- 4) When finished, click the **Back** button.

**Lease Clauses List:** Modify the list below to automatically change the fields on the **Abstract page** and **Data Input Form**.

#### Lease Clauses

Alterations  
Assign/Sublet  
Default  
Estoppel  
Holdover  
Insurance  
Late Charges  
Notice  
Repairs  
Sec. Deposit  
Subordination  
TI Allowance  
Turnover  
Use  
Comments

Back

## Portfolio Reports

Portfolio reports are available for: Portfolio Summary; Lease Expirations; Rent Summary; Renewal, Expansion, Termination and Other Options; Landlord and Tenant Contacts.

#### To View a Portfolio Report

- 1) Click the **Menu** button on the Lease Summary page.
- 2) Click the **Portfolio Report** button you wish to view.

#### To Print a Portfolio Report

- 1) Select a **Portfolio Report** to view (as instructed above)
- 2) Click **File/Print** (or click the printer icon) on the Excel toolbar to display a print preview. Click **Print** to proceed.

### Portfolio Reports

Portfolio Summary

Lease Expirations

Rent Summary

Renewal Options

Termination Options

Expansion Options

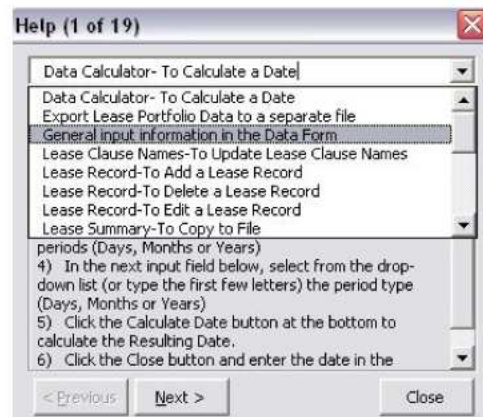
Other Options

Landlord Contacts

Tenant Contacts

## Help Screen

The Help Screen can be accessed from the **Menu** or the **Data Form**. Click the **Next** or **Previous** buttons (or Select a topic from the drop down list on top) to navigate to each topic.



### 3) Data Form

**Overview-** The Data Form is used to add and edit all lease data information.

The screenshot shows a software window titled "Abstract Pro Data Form" with a close button in the top right corner. The window contains a "Data" tab and a form with the following fields and values:

Lease_ID	CA-001 Los Angeles
Lease Name	CA-001 Los Angeles
Address	1003 Alameda Boulevard
Suite/Floor	Suite 100
City/State/Zip	Los Angeles, CA 90210
Square Feet	1200
Property Use	Office
Lease Type	Base Year
Lease Status	Active
Landlord	B & B Developers
LL Address	45 Strickson Creek Dr, Anaheim, CA 98564
LL Contact	Jerry Hendricks (415) 555-1212
Tenant	ABC Company
Tenant Address	500 Main Street, Pittsburgh, PA 38768
Tenant Contact	Pete Smith (412) 555-1212
Commencement	5/17/2006

On the right side of the form, there are several buttons: "Next", "Previous", "New Record", "Delete Record", "Date Calculator", and "Help". At the bottom of the window, it says "Record 1 of 3" and has a "Close" button.

#### To Add a new Lease Record

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **Add/Edit Lease Data** button on the **Menu**.
- 3) Click the **New Record** button on the **Data Form**.
- 4) Enter a new and unique **Lease Name** (which will become the Lease ID for database identification). Enter other desired lease information. See below for instructions for inputting information in special fields. (You may click Undo New at the bottom of the form to cancel the entry if desired)
- 5) Click **Close** to return to the **Lease Summary** page.

#### To Edit an existing Lease Record

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **Add/Edit Lease Data** button on the **Menu**.
- 3) Click the **Next** button (or click the slide bar button at the bottom of the form) to navigate to the desired lease data record. The lease data records appear in alphanumeric order by Lease ID.
- 4) When completed, click **Close** to return to the **Lease Summary** page.

#### To Delete a Lease Record

- 1) Click the **Menu** button on the **Lease Summary** page.
- 2) Click the **Add/Edit Lease Data** button on the **Menu**.
- 3) Click the **Next** button (or click the slide bar button at the bottom of the form) to navigate to the desired lease data record. The lease data records appear in alphanumeric order by Lease ID.
- 4) Click the **Delete Record** button on the right side of the form.
- 5) A warning message will appear. Click **Yes to delete the lease data record** or **No to cancel**.
- 6) Click **Close** to return to the **Lease Summary** page.

## Data Form (Continued)

### Entering lease information in the Data Form

#### Grayed or Dimmed Fields

Ignore grayed or dimmed fields as they contain formulas and will not allow data entry. Disregard empty fields that display "12:00:00 AM". This information will not appear on the Lease Summary.

#### Data Field Size

The visible input field size on the Data Form approximates the maximum visible area on the Lease Summary page. Generally, a limited amount of text beyond what is visible in the input field will still be visible on the Lease Summary. Excess text beyond what is visible in both the input field and the Lease Summary page will be retained in the cell (up to a 255-character maximum) but not visible.

#### To Move from field to field within the Data Form

Press Tab or Enter to move from one input field to the next within a lease record. You can also move the cursor to any input field desired with a left click of your mouse.

#### To Copy and Paste data from one location to another

Highlight the desired data (either with your mouse or by using the Tab key to go to the entire field) and press the Ctrl and C keys simultaneously to "Copy" the data and use your mouse or Tab to the new location and press the Ctrl and V keys simultaneously to "Paste" the data.

#### To Cut and Paste data from one location to another

Use the same procedure as above, except use the Ctrl X key simultaneously to "Cut" the data (instead of Ctrl and C) and press the Ctrl and V keys simultaneously to "Paste" the data.

#### Date Entry

Enter Dates in the MM/DD/YY or MM/DD/YYYY format only.

#### Base Rent

Up to 10 periods of Base Rent can be entered.

- 1) Enter the Start date for the first in Rent Date 1 field and;
- 2) Enter the corresponding monthly rent in the Mo Rent 1 field, entering additional step dates and monthly rents in Rent Step 2 and Mo Rent 2, and so on. Rent should be entered in either the 1,250.75 or 1250.75 format with no dollar sign.

#### Operating Expenses, Property Taxes, Utilities and Other Rent

- 1) Enter a Description for each Additional Rent type.
- 2) Enter the current monthly payments (fixed or estimated) in the respective rent fields. The monthly rent amounts will be reflected on the **Lease Summary** page and the **Rent Summary** portfolio report. The total current monthly rent is displayed in the Rent section on the **Lease Summary** page and represents the "real time" monthly and per square foot rent (annualized).

## Data Form (Continued)

### Renewal Options

Renewal option Notice Dates are automatically calculated based on the lease expiration date and entry of the following fields. The next “real time” calculated Notice Date is displayed on the **Lease Summary** and **Renewal Options** report.

#### 1) Enter # of Renewals

Up to 5 renewal option periods can be entered for each lease.

#### 2) Enter Renewal Years

Enter the length of the renewal term in years.

#### 3) Enter the required advance Notice Period(s) in;

##### Notice Days

Enter required # of prior notice Days (e.g. 30, 60, etc), **OR**

##### Notice Months

Enter required # of prior notice Months (e.g. 1, 2, 6, 9, etc) **OR**

##### Notice Years

Enter required # prior notice Years (1, 2, etc)

# of Renewals	2
Renewal Yrs	5
Notice Days	
Notice Months	9
Notice Years	
Renewal Summar	2, 5-year renewal

### Expansion, Termination and Other Options

- 1) Enter a description of the option in the appropriate data field.
- 2) Enter either a date or period in the option “Notice” date field. **Note:** a Date or Period **must be entered** in the option “Notice” field so that the data is filtered and read properly, otherwise it will not appear on the portfolio report.

### Date Calculator

The Date Calculator is a valuable tool to help calculate important lease dates. Dates are calculated either **before an End Date** or **after a Start Date**.

Abstract Pro Date Calculator

Calculate a date BEFORE a specified End Date.

Calculate a date AFTER a specified Start Date.

**End Date**

4/30/13

180 Enter the NUMBER of Days, Months or Years.

Days Select DAYS, MONTHS or YEARS from the drop-down menu.

11/1/2012 RESULTING DATE

Calculate Date Close

**Start Date**

5/1/2010

3 Enter the NUMBER of Days, Months or Years.

Years Select DAYS, MONTHS or YEARS from the drop-down menu.

4/30/2013 RESULTING DATE

Calculate Date

#### To Calculate a Date

- 1) Click the **Date Calculator** button on the right side of the **Data Form**.
- 2) Enter the initial **Date** (Expiration Date on the left or Start Date on the right side).
- 3) In the next input field below, enter the **number of periods (Days, Months or Years)**
- 4) In the next input field below, select from the drop-down list (or type the first few letters) the **period type (Days, Months or Years)**
- 5) Click the **Calculate Date** button at the bottom to calculate the Resulting Date.
- 6) Click the **Close** button and enter the date in the desired input field.

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\* VBA code and forms for the Data Form are used under license from J Walk & Associates, Inc.