



# Commercial

## Tenant Accounts Receivable and Lease Management

Commercial Property Type provides the commercial real estate owner and manager a comprehensive and flexible property management accounting solution. Commercial proficiently automates cumbersome lease administration tasks and accounts receivable processes, thereby eliminating manual re-entry of data. eSITE/Commercial interfaces with eFinancials to provide the owner or fee manager a complete accounting solution. This powerful lease administration and accounts receivable tool enables owners to manage their assets efficiently using intuitive lease profile set up and tenant billing screens. It is designed to handle leases for industrial, flex, retail and office portfolios.

The screenshot shows the eCommercial software interface. At the top, there's a navigation menu with options like Leasing, Ledger, Processing, Inquiry, Reports, Special Setup, Policies, Global, Property, Property Income Codes, Building, Suite, Suite Types, Suite Rates, Management Fees, Lease Notices, Fees, User Tables, Direct Rent, Security, Letters, Recoveries, and Today's Page. The main content area displays a 'Welcome to eCommercial' message with a 'Tasks waiting for your review' section containing a table of tasks. Below that, there's a 'Scheduled Fire Alarm Testing February 1, 2005 10am.' notification. The primary section is 'Past Due Tenants - Over 30 Days', which includes a table with columns for Bldg, Suite, Tenant, Current Due, Over 30 Due, Total Balance Due, Status, and Pay/Adj. Below this is an 'Upcoming Lease Expirations' table with columns for Bldg, Suite, Tenant, Expiration Date, Status, Lease Renewal Profile, and Tenant.

Bldg	Suite	Tenant	Current Due	Over 30 Due	Total Balance Due	Status	Pay/Adj
01	01	AAA	36,720.00	10,360.00	55,080.00	Current	
01	1101	Lucky 7 Foods	38,645.20	125,359.60	164,024.80	Current	
01	1104	House of Rock	6,115.50	53,233.00	59,348.50	Current	
01	1106	Photo Express	27,886.80	232,139.40	259,726.20	Current	
02	2202	T&M Awning	9,630.00	19,260.00	28,890.00	Current	
02	2203	Sanders Candies	11,424.00	28,134.00	39,558.00	Current	
02	2204	Office Supply King	9,180.00	135,410.00	144,590.00	Current	
02	2205	Bugler World	1,513.00	105,839.13	107,352.13	Current	
02	2206	Joe's Shoes	1,570.80	1,681.60	3,252.40	Current	
03	3302	The Shoe Surgeon	6,400.55	22,330.79	28,739.34	Current	

Bldg	Suite	Tenant	Expiration Date	Status	Lease Renewal Profile	Tenant
01	1101	Lucky 7 Foods	05/31/2004	Leased		

### Lease Administration Tools

- Intuitive interface for lease abstracting that provides detailed lease data capture including:
  - insurance certificate requirements
  - unlimited abstract memos
  - automatic renewals
  - rent escalations – Base Rent, CAM, CPI increases, etc.
- Flexible recurring and one time charge processing with Invoice/statement printing using Microsoft Word mail merge functionality.

### CPI Increase Escalation Billing

- Automatic calculation and billing of rent increases based on the Consumer Price Index increase using any table published by the Bureau of Labor and Statistics.
- Easily manages base year or roll forward billing periods, as well as flexible anniversary billing frequencies (annually, biannually, etc.).
- Stores unlimited values in unlimited CPI tables (i.e. local, city, region and national tables).
- One time set up of lease level escalation formulas.

### Percentage Rent/ Retail Sales Reporting & Billing

- Offers comprehensive retail gross sales tracking and reporting capabilities.
- Automates the calculation and reconciliation of percentage rent billings.

### Flexible CAM Recovery

- Provides calculation and automatic billing of CAM prepayments and reconciliation through intuitive data entry screens at the lease level, eliminating duplication of set up and data entry each year.