

I. Hot Keys

You asked - VAL delivered keyboard shortcuts for the following screens with many more to come. The following tasks can now be performed more quickly than by using your mouse.

- Left navigation bar – navigate to and from our left menu bar
- Stacking plan – create, edit & delete floors
- COA – populate operating expenses to the model
- Income & Expenses – use tab to navigate fields quickly and add expenses and sub-lines
- Rent Roll – over a dozen hotkeys for adding and deleting leases and export to excel
- Reports – expand/collapse all reports; share and export to excel

Hot keys for other screens – coming soon!

II. Procurement Fee

In some markets, a landlord will pay a leasing broker simply for bringing a tenant to the deal (a procurement fee), in addition to brokering the deal. VAL now allows users to model procurement fees by specifying a separate procurement fee percentage that is tied to the first month's rent (i.e. 100% of first month). The user can then specify a commission for the remaining months of the lease (i.e. 6.00%).

Baseline Assumptions > Leasing Commissions > Std Commission Leasing Commissions

Name: Std Commission Leasing Commissions

Base Rent: Yes

Free Rent: Yes

Recoveries: No

Percentage Rent: No

Payment Options: First Month

| | | YE dec-16 | YE dec-17 | YE dec-18 | YE dec-19 | YE dec-20 | YE dec-21 | YE dec-22 | YE dec-23 | YE dec-24 | YE dec-25 |
|--------|----------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 100.00 | % of First ... | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| New | 6.00 | Proc. Fee | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Renew | 3.00 | % | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Growth | | | | | | | | | | | |
| | New Inflated | | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| | Renew Inflated | | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |

Cancel SAVE

III. Stacking Plan – Floor Size

The multiple floors button allows users to choose the numbers of floors to add in a single click instead of adding each floor one by one.

Setting the number of floors and their square footage:

Stacking Plan (as of 01/2016)

FLOOR SIZE FLOOR DETAILS TENANT ASSIGNMENT STACKING PLAN

ADD 3 floors 1,000 SF per floor

| Floor | Area SF | Comment |
|-------|---------|---------|
| | | |

Clicking the Add button to add all floors at once:

Stacking Plan (as of 01/2016)

FLOOR SIZE FLOOR DETAILS TENANT ASSIGNMENT STACKING PLAN

ADD 3 floors 1,000 SF per floor

| Floor | Area SF | Comment | |
|-------|---------|---------|---|
| 1 | 1,000 | | X |
| 2 | 1,000 | | X |
| 3 | 1,000 | | X |