

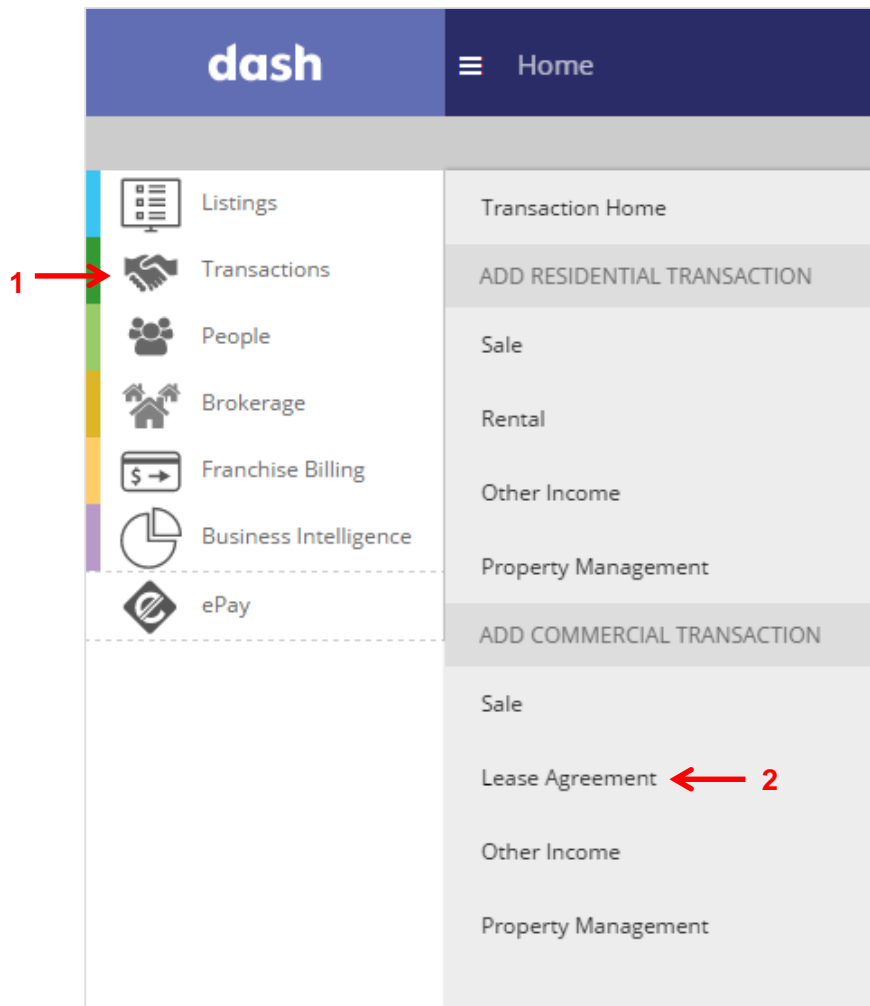
## Add a Lease Agreement

Depending on the commercial lease property, you may have multiple lease agreements on a single lease listing, which means the listing remains active after you've added a lease agreement to it.

Follow the steps in this guide to add a lease agreement to a Commercial Lease Listing that you have previously entered into dash.

Fields marked with an asterisk (\*) are mandatory.

1. Click **Transactions** on the left navigation menu.
2. Click **Lease Agreement**.



The **Add Commercial Lease Agreement** window displays.

- 3. Check off **Already Exists in dash**.
- 4. Indicate if you are also representing the tenant.
- 5. Search for the listing.
- 6. Click on the search result.

The **Add Commercial Lease Agreement** window displays. Some of the information will be prefilled based on the information previously entered for the listing.

- 7. Navigate to any tab by clicking the tabs at the top of the screen.
- 8. Enter the information in the fields for each tab. You will be prompted if there is missing information required on a tab.

**Listing & Terms Tab:**

9. Enter the **Agreement Terms**.  
The information required will vary depending on whether or not you are representing the tenant.

*Note: Any concessions entered will not reduce the Adjusted Gross Commission.*

**ADD A COMMERCIAL LEASE AGREEMENT**

4897 Main St, Allentown, Pennsylvania, United States | Listing ID: 7P729V | MLS ID:

Listing & Terms | Commission & Deductions | Landlord | Tenant | Payments | Review

**LISTING SIDE** | **AGREEMENT TERMS**

LISTING OFFICE\* 0001 - 751 North Main St, Me

DATE LISTED\* 06/30/2016

COUNTRY United

ADDRESS LINE 1 4897 Main St

ADDRESS LINE 2

CITY\* Allentown

STATE/PROVINCE\* Pennsy

ZIP/POSTAL CODE\* 15789

**AGREEMENT OFFICE** 0001 - 751 North Main St, Me

**RIGHT TO RENEW**  Yes  No

**SUB-LEASE\***  Yes  No

**TERMS**

CONCESSION AMOUNT 0.00 USD

AGREEMENT DATE

COMMENCEMENT DATE

EXPIRATION DATE

10. Enter the information for **Gross Rent Calculation**.

**GROSS RENT CALCULATION**

**Override Automatic Calculation**  
Check if you don't want dash to adjust the Rate when you change the Gross Rent, or vice versa

LEASE AREA\* 1,000.00 Sq. Ft.

RATE\* 5.00 per acr

TERMS(MONTH)\* 12 0

GROSS RENT\* 60,000 (Lease Area \* Rate \* Term)

TOTAL GROSS COMMISSION 6,000.00 USD

OR % of GROSS RENT %

10.

GROSS COMMISSION (LISTING SIDE) 3,000.00 USD

5.0 % of side

GROSS COMMISSION (AGREEMENT SIDE) 3,000.00 USD

5.0 % of side

**Listing & Terms Tab (cont.):**

- 11. If you are representing both the landlord and tenant, you can make any necessary adjustments to the Gross Commission for the Listing Side and Agreement Side.
- 12. Enter the **Sales Associate** information for both sides if this was not previously entered.
- 13. Click **Commission & Deductions** to move on.

GROSS RENT\* 60,000 (Lease Area \* Rate \* Term)

TOTAL GROSS COMMISSION 6,000.00 USD

OR % of GROSS RENT %  
10.

GROSS COMMISSION (LISTING SIDE) 3,000.00 USD  
5.0 % of side

GROSS COMMISSION (AGREEMENT SIDE) 3,000.00 USD  
5.0 % of side **11**

TOTAL % ASSIGNED 100 SALES ASSOCIATES

NAME	% OF SIDE	PRIMARY	NAME	% OF SIDE	PRIMARY
10055 - Stacie Hiott	100	<input checked="" type="radio"/>	00002 - Leslie Berger	100	<input checked="" type="radio"/>

Cancel **13** → **Commission & Deductions >>**

**Commission & Deductions Tab:**

14. Click **Enter Info** to enter information for referrals, if any.

Listing & Terms | **Commission & Deductions** | Landlord | Tenant | Payments | Review

ADJUSTED GROSS COMMISSION

	TRANSACTION	LISTING SIDE	AGREEMENT SIDE
GROSS COMMISSION	\$6,000.00	\$3,000.00	\$3,000.00
REFERRALS	<b>Enter Info</b>	0 Referrals	
DEDUCTIBLE REFERRALS	\$0.00	\$0.00	\$0.00
NON DEDUCTIBLE REFERRALS	\$0.00	\$0.00	\$0.00
Adjusted Gross Commission	\$6,000.00	\$3,000.00	\$3,000.00

① Adjusted Gross Commission(AGC)= Gross Commission - Deductible Referrals

DEDUCTIONS

- 15. Enter the **Sales Associate Commission**.
- 16. Enter any **Deductions** that would impact the total company dollar, if applicable.
- 17. Click **Landlord** to move on.

GROSS COMMISSION	\$6,000.00	\$3,000.00	\$3,000.00
REFERRALS	<b>Enter Info</b>	0 Referrals	
DEDUCTIBLE REFERRALS	\$0.00	\$0.00	\$0.00
NON DEDUCTIBLE REFERRALS	\$0.00	\$0.00	\$0.00
Adjusted Gross Commission	\$6,000.00	\$3,000.00	\$3,000.00

① Adjusted Gross Commission(AGC)= Gross Commission - Deductible Referrals

DEDUCTIONS

SA COMMISSION	TRANSACTION (\$)	LISTING SIDE (\$)	AGREEMENT SIDE (\$)
	2,000	1,000	1,000

DEDUCTIONS	TYPE	DEDUCTION	SIDE	AMOUNT
	-- SELECT --		-- SELEI --	

Cancel 17 → **Landlord >>**

### Landlord and Tenant Tabs:

- 18. Enter the Landlord details on the **Landlord** tab, and Tenant details on the **Tenant** tab.
- 19. If the landlord or tenant is a contact that already exists in dash, click **Select from existing contacts** to locate the individual.
- 20. On the Tenant tab, click **Payments** to move on.

The screenshot shows the 'Landlord' tab of a software interface. At the top, there are navigation tabs: 'Listing & Terms', 'Commission & Deductions', 'Landlord', 'Tenant', 'Payments', and 'Revi'. The 'Landlord' tab is active. Below the tabs, there are several form sections:

- LANDLORD SOURCE\***: A dropdown menu with '-- SELECT --'.
- LANDLORD LEAD\***: Radio buttons for 'Agent' (selected) and 'OFFICE'.
- LANDLORD DETAILS**:
  - TYPE\***: A dropdown menu with 'Corporation' selected.
  - FIRST NAME**: A dropdown menu with '-- SELE' and a button labeled 'Select from existing contacts' (highlighted with a red box and the number 19).
  - LAST NAME**: A text input field.
  - ENTITY NAME\***: A text input field with 'Addison LLC' entered.
- ADDRESS**:
  - COUNTRY\***: A dropdown menu with 'United States' selected.
  - ADDRESS LINE 1\***: A text input field with '55 Madison Ave' entered.
  - ADDRESS LINE 2**: A text input field.
  - CITY\***: A text input field with 'New York' entered.
  - STATE/ PROVINCE\***: A dropdown menu with 'New York' selected.
  - ZIP/POSTAL CODE\***: A text input field with '12345' entered.
- OTHER DETAILS**:
  - PHONE NUMBER**: A text input field.
  - EMAIL**: A text input field.
  - WEBSITE**: A text input field.

At the bottom of the form, there is a blue button labeled 'Add Another Tenant'. Below the form, there is a grey bar with a 'Cancel' button on the left, a red arrow pointing to the right with the number '20' next to it, and a blue button labeled 'Payments' on the right.

**Payment Tab:**

21. Select if you want to record payments using an auto generated payment schedule, or if you'd like to record ad hoc payments.

In this example, we will select **Use a payment schedule**. If you choose not to set up a schedule (i.e. Ad Hoc payments), then payments will be entered as they are received.

22. Enter the **Number of Payments, Frequency** of the payments, and the date to **Start Schedule**.  
 23. Click **Generate**.

ADD A COMMERCIAL LEASE AGREEMENT

4897 Main St, Allentown, Pennsylvania, United States | Listing ID : 7P729V | MLS ID:

Listing & Terms | Commission & Deductions | Landlord ✓ | Tenant ✓ | **Payments** | Review

How do you want to record payments?  Use a payment schedule  Ad HOC payments (no schedule) 21

NUMBER OF PAYMENTS\* 12

FREQUENCY\* Monthly

START SCHEDULE ON\* 08/01/2016

**Generate** ← 23

The schedule displays, including the information you entered.

24. Record the payment received, including **Date Received, Amount Received** and **Check Number**.

How do you want to record payments?  Use a payment schedule  Ad HOC payments (no schedule)

**Regenerate Schedule**

SCHEDULES

TOTAL RECEIVED : 0.00 BALANCE REMAINING : 6,000.00

Sq.#	DUE DATE	AMOUNT SCHEDULED	DATE RECEIVED	AMOUNT RECEIVED	CHECK NUMBER
1	08/1	500.00			
2	09/1	500.00			
3	10/1	500.00			

▼ PAYMENTS OUTSTANDING

25. Click **Review** to move on.

**Cancel** **Review**

**Review Tab:**

The Review tab allows you to review the information entered prior to saving the agreement.

26. Edit any section by clicking the pencil.

The screenshot shows the 'Review Tab' interface with the following components:

- Navigation tabs: Listing & Terms (checked), Commission & Deductions (checked), Landlord (checked), Tenant (checked), Payments (checked), and Review (active).
- Section: Listing & Terms (expanded), with a red box highlighting a pencil icon for editing.
- Table with columns: LISTING SIDE and AGREEMENT TERMS.

LISTING SIDE		AGREEMENT TERMS	
LISTING OFFICE 0001 - 751 North Main St, Meadville	LIST DATE Jun 30, 2016	AGREEMENT SIDE OFFICE 0001 - 751 North Main St, Meadville	
COUNTRY United States	ADDRESS LINE 1 4897 Main St	RIGHT TO RENEW Yes	SUB-LEASE No
ADDRESS LINE 2		CONCESSION AMOUNT \$0.00	AGREEMENT DATE Jul 1, 2016
CITY Allentown	STATE/ PROVINCE Pennsylvania	COMMENCEMENT DATE Aug 1, 2016	EXPIRATION DATE Aug 1, 2018
ZIP/POSTAL CODE 15789			

27. Click **Finish** to save the information.

A confirmation displays, letting you know that the agreement has been successfully saved. The agreement will also be assigned a unique ID number.

The screenshot shows the 'Payments Outstanding' section with the following components:

- Section: PAYMENTS OUTSTANDING
- Table with columns: DUE DATE, AMOUNT SCHEDULED, DATE RECEIVED, AMOUNT RECEIVED, and CHECK NUMBER.
- Buttons: Cancel and FINISH (highlighted with a red arrow).

DUE DATE	AMOUNT SCHEDULED	DATE RECEIVED	AMOUNT RECEIVED	CHECK NUMBER
Aug 1, 2016	\$500.00			
Sep 1, 2016	\$500.00			
Oct 1, 2016	\$500.00			
Nov 1, 2016	\$500.00			
Dec 1, 2016	\$500.00			
Jan 1, 2017	\$500.00			
Feb 1, 2017	\$500.00			
Mar 1, 2017	\$500.00			
Apr 1, 2017	\$500.00			
May 1, 2017	\$500.00			
Jun 1, 2017	\$500.00			
Jul 1, 2017	\$500.00			