

Renew or Terminate a Lease Agreement

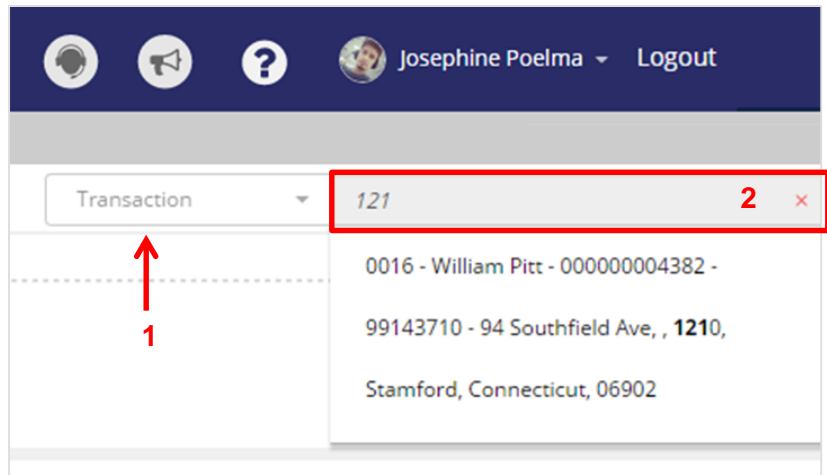
You can easily update the status of a Lease Agreement in dash by following these steps.

Fields marked with an asterisk (*) are mandatory.

To Renew a Lease Agreement:

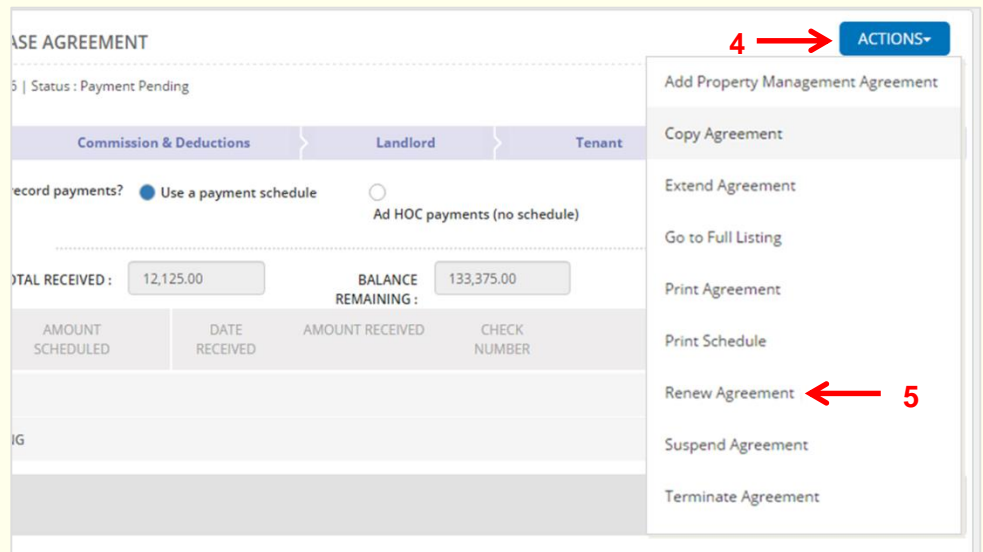
First, locate the agreement in dash.

1. Select **Transaction** from the drop down list.
2. In the Quick Search box on your dash homepage, type the transaction ID, MLS ID, or property address of the listing.
3. Click the record from the search results.



The **Edit A Commercial Lease Agreement** screen displays.

4. Click **Actions** on the top right hand corner.
5. From the drop down list, select **Renew Agreement**.



The **Add A Commercial Lease Agreement** screen displays.

- Navigate to any of the tabs to make the necessary updates to the agreement prior to renewal.

The screenshot shows the 'ADD A COMMERCIAL LEASE AGREEMENT' interface. At the top, there are six tabs: 'Listing & Terms', 'Commission & Deductions', 'Landlord', 'Tenant', 'Payments', and 'Review'. The 'Listing & Terms' tab is highlighted with a red box. Below the tabs, the form is divided into 'LISTING SIDE' and 'AGREEMENT TERMS'. The 'LISTING SIDE' includes 'LISTING OFFICE*' (0001 - 2306 S. Broadway, Su..., Alexandria) and 'DATE LISTED*' (05/31/2016). The 'AGREEMENT TERMS' includes 'AGREEMENT OFFICE*' (0001 - 2306 S. Broadway, Su..., Alexandria), 'RIGHT TO RENEW*' (Yes/No radio buttons), and 'SUB-LEASE*' (Yes/No radio buttons). Below these are 'TERMS' fields for 'CONCESSION AMOUNT' (with a USD dropdown) and 'AGREEMENT DATE*' (06/30/2016).

- When you've finished making the updates, click **Review**.

This screenshot is identical to the previous one, but the 'Review' tab at the top right is highlighted with a red box.

The **Review** screen displays, allowing you to view the information from all the tabs on one screen.

- To further edit the information within any section, click the pencil icon.
- Click **Finish** to save your changes.

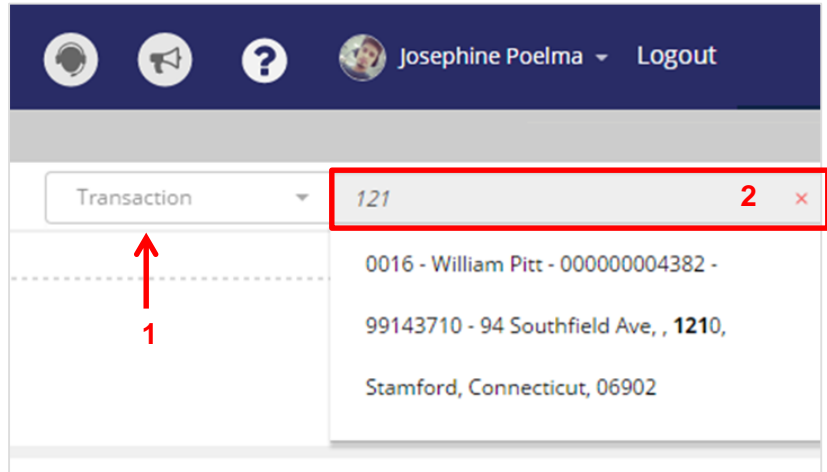
A confirmation displays, letting you know your agreement has been updated.

The screenshot shows the 'ADD A COMMERCIAL LEASE AGREEMENT' screen in a review mode. At the top, there is a search bar with the text 'Transaction' and 'Enter a Transaction ID, MLS ID or Property Ad...'. Below the search bar, the tabs are 'Listing & Terms' (with a green checkmark), 'Commission & Deductions', 'Payments', and 'Review'. A list of sections is shown below: 'Listing & Terms', 'Commission & Deductions', 'Landlord', 'Tenant', and 'Payments'. Each section has a right-pointing arrow and a pencil icon. The 'Listing & Terms' section is highlighted with a red box and the number '8'. At the bottom, there is a 'Cancel' button and a 'FINISH' button. A red arrow points to the 'FINISH' button with the number '9' next to it.

To Terminate a Lease Agreement:

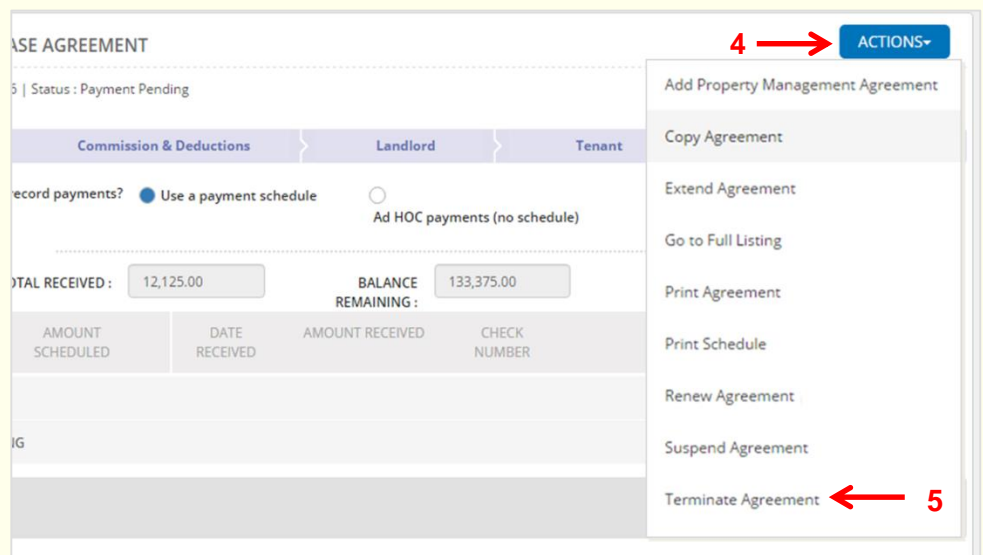
First, locate the agreement in dash.

1. Select **Transaction** from the drop down list.
2. In the Quick Search box on your dash homepage, type the transaction ID, MLS ID, or property address of the listing.
3. Click the record from the search results.



The **Edit A Commercial Lease Agreement** screen displays.

4. Click **Actions** on the top right hand corner.
5. From the drop down list, select **Terminate Agreement**.



The **Terminate Agreement** window displays.

6. Click the calendar and select the termination date.
7. Click **Terminate**.

A confirmation displays, letting you know that the agreement has been terminated.

