

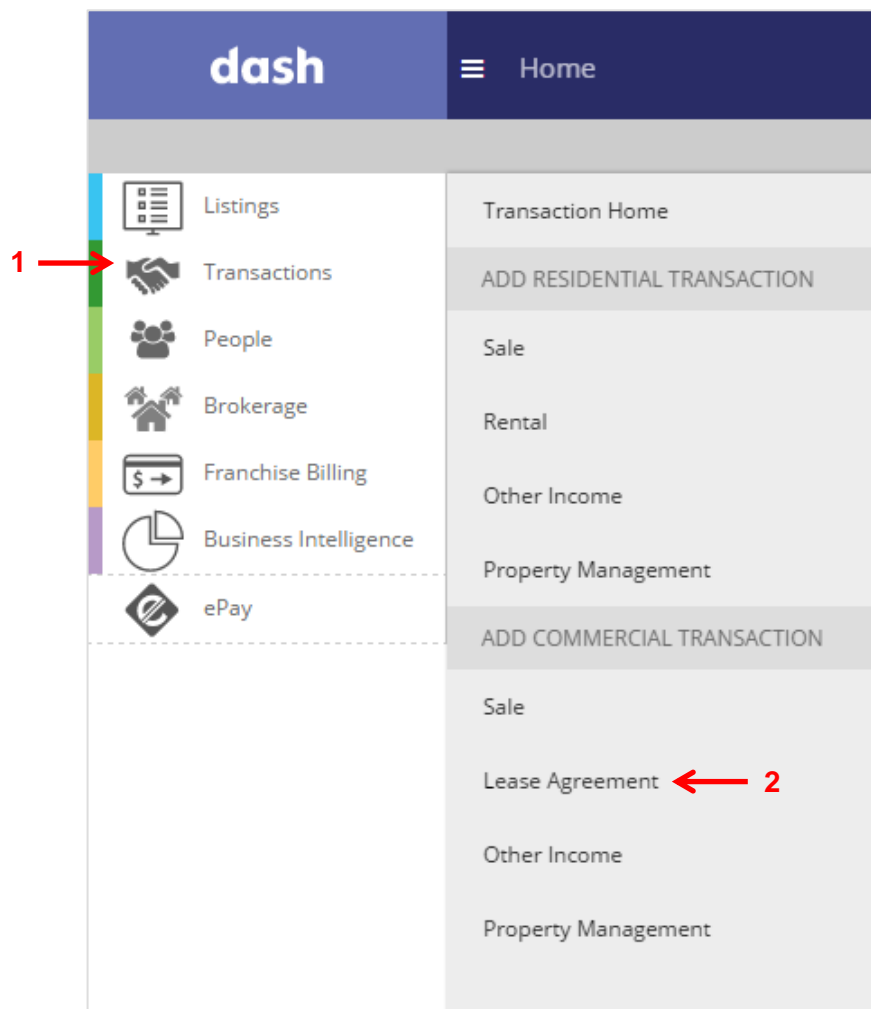
Add a Lease Agreement to an Active Listing

Follow the steps in this guide to add a lease agreement to a Commercial Lease Listing that you have previously entered into dash. You will need to manually update the listing to reduce available space, etc. If you want the listing removed from displaying online, you must update the listing to no longer show on the internet.

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.

Fields marked with an asterisk (*) are mandatory.

1. Click **Transactions** on the left navigation menu.
2. Click **Lease Agreement** under **Add Commercial Transaction**.



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

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

The screenshot shows the 'ADD COMMERCIAL LEASE AGREEMENT' window with the following elements and annotations:

- 3**: Points to the 'LEASE AGREEMENT TYPE' section, where 'Traditional Lease' is selected.
- 4**: Points to the 'LISTING INFORMATION' section, where 'Already EXISTS in dash' is selected.
- 5**: Points to the 'ARE YOU ALSO REPRESENTING THE TENANT?' section, where 'Yes' is selected.
- 6**: Points to the search input field.
- 7**: Points to the first search result in the table below.

MLS#	LISTING ID	PROPERTY ADDRESS
0-210	123456	100 Main Street

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

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

The screenshot shows the 'ADD A COMMERCIAL LEASE AGREEMENT' window with the following elements:

- Address: 4897 Main St, Allentown, Pennsylvania, United States | Listing ID : 7P729V | MLS ID:
- Navigation tabs: Listing & Terms, Commission & Deductions, Landlord, Tenant, Payments, Review.

Listing & Terms Tab:

10. 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* Allentc

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

11. 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.

Listing & Terms Tab (cont.):

- 12. 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.
- 13. Enter the **Sales Associate** information for both sides if this was not previously entered.
- 14. Click **Commission & Deductions** to move on.

GROSS RENT* (Lease Area * Rate * Term)

TOTAL GROSS COMMISSION USD

OR % of GROSS RENT %

GROSS COMMISSION (LISTING SIDE) USD

GROSS COMMISSION (AGREEMENT SIDE) USD

GROSS COMMISSION (LISTING SIDE) USD

% of side

GROSS COMMISSION (AGREEMENT SIDE) USD

% of side

11

TOTAL % ASSIGNED 100 SALES ASSOCIATES

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

12

Cancel

13

→

Commission & Deductions >>

Commission & Deductions Tab:

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

	TRANSACTION	LISTING SIDE	AGREEMENT SIDE
GROSS COMMISSION	\$6,000.00	\$3,000.00	\$3,000.00
REFERRALS	Enter Info	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

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

	TRANSACTION (\$)	LISTING SIDE (\$)	AGREEMENT SIDE (\$)
GROSS COMMISSION	\$6,000.00	\$3,000.00	\$3,000.00
REFERRALS	Enter Info	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

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

DEDUCTIONS	TYPE	DEDUCTION	SIDE	AMOUNT
	-- SELECT --		-- SELE --	

Cancel 17 → [Landlord >>](#)

Landlord Tab:

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

The screenshot shows a web form for adding a landlord. At the top, there are tabs for 'Listing & Terms', 'Commission & Deductions', 'Landlord', 'Tenant', 'Payments', and 'Review'. The 'Landlord' tab is active. Below the tabs, there are several input fields and sections:

- LANDLORD SOURCE***: A dropdown menu with '-- SELECT --'.
- LANDLORD LEAD***: Radio buttons for 'Agent' (selected) and 'OFFICE'.
- LANDLORD DETAILS**: A section with a plus icon and a dotted line separator. It contains:
 - 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 '19').
 - LAST NAME**: An empty text input field.
 - ENTITY NAME***: A text input field with 'Addison LLC'.
- ADDRESS**: A section with a dotted line separator. It contains:
 - COUNTRY***: A dropdown menu with 'United States' selected.
 - ADDRESS LINE 1***: A text input field with '55 Madison Ave'.
 - ADDRESS LINE 2**: An empty text input field.
 - CITY***: A text input field with 'New York'.
 - STATE/ PROVINCE***: A dropdown menu with 'New York' selected.
 - ZIP/POSTAL CODE***: A text input field with '12345'.
- OTHER DETAILS**: A section with a dotted line separator. It contains:
 - PHONE NUMBER**: An empty text input field.
 - EMAIL**: An empty text input field.
 - WEBSITE**: An empty text input field.

At the bottom of the form, there is a blue button labeled 'Add Another Tenant'. At the very bottom, there is a grey bar with a 'Cancel' button on the left and a 'Tenant >>' button on the right, which is highlighted with a red arrow and labeled '20'.

Tenant Tab:

- 22. Enter the Tenant details on the **Tenant** tab.
- 23. If the tenant is a contact that already exists in dash, click **Select from existing contacts** to locate the individual.
- 24. Click **Payments** to move on.

Commission & Deductions

Listing & Terms ✓ Landlord ✓ **Tenant** Payments Review

TENANT SOURCE * -- SELECT --

TENANT LEAD * Agent Office

TENANT DETAILS

TYPE * -- SELECT --

FIRST NAME -- SELEI Select from existing contacts **22**

LAST NAME

ENTITY NAME

ADDRESS

COUNTRY -- SELECT --

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE

OTHER DETAILS

PHONE NUMBER

EMAIL

WEBSITE

Add Another Tenant

Cancel **23** → Payments

Payment Tab:

25. 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.

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

The schedule displays, including the information you entered.

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


29. Click **Review** to move on.

Review Tab:

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

30. Edit any section by clicking the pencil.

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


Listing & 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	CITY Allentown	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			

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

PAYMENTS OUTSTANDING

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			

Cancel  FINISH

- 32. A confirmation displays, letting you know that the agreement has been successfully saved. The agreement will also be assigned a unique ID number.
- 33. In the More Actions section, click on the Lease Listing ID to make any updates.

ADD A COMMERCIAL LEASE AGREEMENT



Agreement has been saved

275 Park Ave, Madison, New Jersey, 07940, United States (AGREEMENT ID: L6JSSZ-A0002)

MORE ACTIONS



Print Agreement



Add Another Commercial Lease Agreement



Add Property Management Contract to this Agreement



You may want to access the lease listing ID L6JSSZ and update following fields

- Available Space (i.e reduce available space)

← 32

- Listing Status (Available to Unavailable)



Go to Transactions Home Page



View this Agreement