

Customer Implementation Guide and Data Dictionary

Real Estate Manager

Version 26.2.1

Document Information

Notices

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This guide is designed to help you to use the Real Estate Manager applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.

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Customer Implementation Guide and Data Dictionary

Customer Implementation

Thank you for choosing LeaseAccelerator!

We are excited to work with you so that you can achieve the benefits of the LeaseAccelerator application. This includes meeting your real estate portfolio management needs. This document is a guide to configuring your LeaseAccelerator Real Estate Manager application and importing your real estate assets and contract information. This information is needed to effectively manage your portfolio and accurately account for your transactions. It is used in conjunction with the Real Estate Portfolio Intake Workbook (REPIW) provided by your Customer Success Manager or Project Implementation Manager.

While we believe most of the information contained in this document is self-explanatory, if you have ANY questions, please DO NOT HESITATE to ask. We are here to help you!

Data Dictionary Details

The data dictionary defines each field in the REPIW. The dictionary includes the following information:

- Tab Name
- Column – the position on the tab
- Field Name
- Description
- Validation/Valid Values – defines the verifications that LeaseAccelerator performs when attempting to load the data. If the field is governed by a drop-down in the Excel file, the valid values are listed (or a reference to the detailed list of available values is provided).
- LeaseAccelerator does not allow special characters to be used on the REPIW. NOTE: Do not use a comma, colon, or semi-colon in Schedule Numbers or GL Coding Conventions. Special Characters, as defined by LeaseAccelerator, include the following:

Character	Character Name	Character	Character Name	Character	Character Name
&	Ampersand	“	Double quote	<	Less than
*	Asterisk	!	Exclamation point	}	Right curly bracket
@	At	/	Forward slash]	Right square bracket
\	Backward slash	>	Greater than	;	Semi-colon
^	Caret	#	Hash or number sign	'	Single quote
,	Comma	{	Left curly bracket	~	Tilde
\$	Dollar sign	[Left square bracket	_	underscore

- Format – the field type and length
- Required for Initial Data Load – indicates a required entry field to enable LeaseAccelerator function. These fields are in Gold Text in the accompanying REPIW.
 - Please note that some fields have conditional requirements where either one field or another is required. These fields are not highlighted in Gold Text. You should note these fields as you read through the guide below.
- Required for Accounting – indicates a field that is required to generate complete, accurate journal entries and accounting reports to meet Monthly Close and Financial Statement disclosures as well as compliance requirements for leases being synchronized with the core LeaseAccelerator accounting compliance platform.
- Note on Date Formats – Date format requirements are aligned to a customer’s standard presentation for reporting output. For example, in the US dates are presented MM/DD/YYYY, whereas in Europe dates are presented DD/MM/YYYY. Date format requirements for input are still MM/DD/YYYY.
- If copying data from an external system or source, please ensure that the formatting does not change. Certain fields are formatted specifically for system import and any changes may cause errors. LeaseAccelerator suggests using the Paste Special Values functionality in Excel to avoid issues.
- The accompanying REPIW is used in conjunctions with the Customer Implementation Guide and Data Dictionary.

Note: Not all fields in this document are required for LeaseAccelerator functionality and accounting. However, please remember that use of all fields will drive the full set of features and functions, thereby increasing the TOTAL VALUE of the system.

We will cover the following configuration and import areas:

- [Participant Data](#)
- [Portfolio Data](#)
- [Valid Values Glossary](#)

Participant Data

This section defines the participant data required to establish your LeaseAccelerator Real Estate Manager environment.

Contacts Tab

Information on this tab supports the bulk import of Contacts and Participants, including their associated addresses and phone numbers, during the bulk import of a real estate portfolio, including assets and contracts. The Contacts tab is meant to import new participants and cannot be used to update any existing contact record. Contacts may be imported without assets or contracts listed on subsequent tabs.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for Company or Person	Req'd for System Import
A	Type	Category of Participant	Company, Person	Drop-Down	Both	Y
B	Company	Name of Company	If duplicate company name found either on Contacts tab or within the system, validation error will result.	Alphanumeric (200)	Company	Y
C	ABN	Australian Business Number		Alphanumeric (20)	N	N
D	ACN	Australian Company Number		Alphanumeric (20)	N	N
E	Website	Company's website URL	Must be in standard format	Alphanumeric (200)	N	N
F	Title	Prefix for a person's name	Mr, Mrs, Miss, Ms, Dr	Drop-Down	N	N
G	First Name	Personal name typically before the family name.	If duplicate combined first and last name found either on Contacts tab or within the system, validation error will result.	Alphanumeric (200)	Person	Y

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for Company or Person	Req'd for System Import
H	Last Name	Family name or surname. If there are more than one last name, system will use only the final name. Example: Jose Ruiz Silva where first name is Jose and Last name is Ruiz Silva, name will be imported as Jose Silva.	If duplicate combined first and last name found either on Contacts tab or within the system, validation error will result.	Alphanumeric (200)	Person	Y
I	Description	Role or position, reference or employee ID number, etc.		Alphanumeric (200)	N	N
J	Inherit Address	Determines if system will use Company's address for a Person if a Company is listed.	Yes, No	Drop-Down	N	N
K	Phone1	Telephone number		Alphanumeric (50)	N	N
L	Phone2	Alternate phone number		Alphanumeric (50)	N	N
M	Mobile	Mobile or cellular number		Alphanumeric (50)	N	N
N	Email	Email address		Alphanumeric (200)	N	N
O	Fax	Facsimile number		Alphanumeric (50)	N	N
P	Notes	Additional notes or comments for Participant		Alphanumeric (1600)	N	N
Q	Contact Short Name	Company or Person's short name		Alphanumeric (200)	N	N
R	Accounting Roles	Eligible participant roles for synchronization with LeaseAccelerator core application.	See Validation list below	Alphanumeric (1600)	N	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for Company or Person	Req'd for System Import
S	Line1	First line of address.	If Line1 is blank, all other address fields will be ignored.	Alphanumeric (200)	Company	Y
T	Line2	Second line of address.	If populated, Line1 must be populated as well.	Alphanumeric (200)	N	N
U	City	City used by postal service.	If populated, Line1 must be populated as well.	Alphanumeric (200)	Company	Y
V	Country	Name of country	See Validation list below. If populated, Line1 must be populated as well.	Drop-Down	Company	Y
W	Contact State/Province	Postal abbreviation for acceptable countries.	See Validation list below. If populated, Line1 must be populated as well.	Drop-Down	Company	Y
X	Postal Code	Zip code or other postal code	If populated, Line1 must be populated as well.	Alphanumeric (50)	Company	Y
Y	Is Default Mailing Address	Use this address as the default mailing address for Participant.	Yes, No	Drop-Down	N	N
Z	Latitude	The angular distance of a place north or south of the earth's equator.		Numeric (Total Digits = 11, Precision = 8 to the right of the decimal)	N	N
AA	Longitude	he angular distance of a place east or west of the meridian at Greenwich, England.		Numeric (Total Digits = 11, Precision = 8 to the right of the decimal)	N	N

Portfolio Data

This section identifies the specific information about each real estate asset and associated contracts within your real estate portfolio. This would include both leased and owned assets.

Several fields on the Portfolio Data Tabs contain drop-down boxes to select valid values for these fields. LA will reject the imported data file if values are entered that are not in the drop-down. Please consult your LAS Implementation Project Manager if additional values are appropriate to your organization.

Contract Tab

The Contract tab list the contracts associated with a particular asset and are broken into two distinct categories: Payable Contracts and Receivable Contracts. The contracts stored against each asset combine to produce LeaseAccelerator's Real Estate Portfolio Manager's view of a portfolio's financial situation. The system also uses the critical dates associated with contracts, options and reviews to generate the reminders that allow users to manage critical dates effectively. You should have one line for each contract. You may have multiple contracts associated with a single asset or property.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Contract Reference Number	Unique identifier for a contract.		Alphanumeric (1000)	Y	Y
B	Contract Direction	Identifies if the customer is receiving money from the other party of the contract (Receivable) or paying money to the other party of the contract (Payable).	Payable, Receivable	Drop-Down	Y	Y
C	Contract Category	Grouping of similar contract types, outlining common characteristics in a binding legal agreement.	Exact name configured within your environment	Alphanumeric (1000)	Y	Y
D	Contract SubCategory	A subset grouping of similar contract types with even more common characteristics in a binding legal agreement.	Exact name configured under Contract Category within your environment	Alphanumeric (1000)	Y	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
E	Lease Type	Type of contractual agreement. This is required for any contract type that has been configured as Lease Accounting Significant.	See Data Validation Below	Drop-Down	Y	Y
F	Description	Description of type of contract which may include if it is a service contract, lease agreement or the type of agreement or contract such as landscaping, maintenance, index-based lease agreement, etc.		Alphanumeric (2000)	Y	N
G	Currency	Currency the contract financials are transacted in.	See Data Validation Below	Drop-Down	Y	Y
H	Landlord	The landlord, also known as the Lessor, leases the property to the tenant. The landlord may be the legal owner of the property, but can also be an individual, group, or company that the legal owner has allowed to lease the property.	If Participant does not exist, new record will be created which includes a two part name; first last, separated by blank space	Alphanumeric (1000)	Y	Y
I	Tennant	The tenant, also known as the Lessee, holds the lease of the property. An individual, a group, or a business can be a tenant. If the tenant is a business entity, the legal nature of the business determines who is responsible for meeting the obligations of the lease.	If Participant does not exist, new record will be created which includes a two part name; first last, separated by blank space	Alphanumeric (1000)	Y	Y
J	Treasury Approver	Name of employees responsible for approving deal from Finance organization.	If Participant does not exist, new record will be created which includes a two part name; first last, separated by blank space	Alphanumeric (1000)	Y	Y

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
K	Treasury Approver Company	Name of the company the Treasury Approver is assigned to.	If Participant does not exist, new record will be created which includes a two part name; first last, separated by blank space	Alphanumeric (1000)	Y	N
L	Contract Start	The commencement date or takedown date. The date when the duration of the contract starts and therefore the payment schedule begins.		MM/DD/YYYY	Y	Y
M	Lease End Date	The last day of the contractual lease term.		MM/DD/YYYY	N	Y
N	Date of Make Good Obligation	Specified date where Tenant must complete any Make Good obligation such as returning a property to the original state prior to exit.		MM/DD/YYYY	Y	N
O	In Holdover	Used to describe a tenant that continues to occupy the premises after the lease has expired. The lease defines the conditions by which the tenant continues to occupy the space, including the amount of rent, which is typically 150%-200% of what was being paid prior to expiration.	Yes, No - if blank, defaults to No	Drop-Down	N	N
P	Fully Abstracted	Has the contract been fully entered into the system.	Yes, No	Drop-Down	N	N
Q	Abstracted By	Name of person/party that did the abstraction.		Alphanumeric (1000)	N	N
R	Last Abstracted	Most recent date when contract was reviewed and information entered into the system.		MM/DD/YYYY	N	N
S	Reviewed Approved By	Name of person or party that reviewed the details abstracted into the system.		Alphanumeric (1000)	N	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
T	Approval Date	Date the review approval was given.		MM/DD/YYYY	N	N

Asset Details Tab

The Asset Details tab lists all of the attributes for each asset or property in your portfolio.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Contract Reference Number	Unique identifier for a contract.	MUST MATCH EXACTLY WITH THE SAME VALUE ON THE CONTRACT TAB	Alphanumeric (1000)	Y	Y
B	Property Reference Number	Unique Identifier for an asset.		Alphanumeric (1000)	Y	Y
C	Product Category	Grouping of assets by type.	See Data Validation Below	Drop-Down	Y	Y
D	Asset Type	Grouping of assets by type.	See Data Validation Below	Drop-Down	Y	N
F	Ownership Type	Ownership of asset: Leased if access to asset is granted by a lease; Owned if title of ownership exists; Mixed if asset is an operational grouping of multiple asset (i.e., a campus).	Mixed, Leased, Owned	Drop-Down	Y	N
F	Property Address 1	Physical address line 1 of asset/property.		Alphanumeric (1000)	Y	N
G	Property Address 2	Physical address line 2 of asset/property.		Alphanumeric (1000)	N	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
H	Property City	Physical city of asset/property.		Alphanumeric (1000)	Y	Y
I	Property Country	Physical country of asset/property.	See Data Validation Below	Drop-Down	Y	Y
J	Property State/Province	Physical state or province of asset/property.	See Data Validation Below	Drop-Down	Y	N
K	Property Postal Code	Physical postal code of asset/property.		Alphanumeric (1000)	Y	Y
L	Longitude	Geographic coordinate that specifies the east-west position of a point on the Earth's surface, expressed as a number. Ex: -94.22358		Numeric (Total = 9, Precision = 6) Min: -180 Max: 180	N	N
M	Latitude	Geographic coordinate that specifies the north-south position of a point on the Earth's surface, expressed as a number. Ex: 36.359023		Numeric (Total = 9, Precision = 6) Min: -90 Max: 90	N	N
N	Primary Use	Principal use for which a property may be utilized.		Alphanumeric (1000)	N	Y
O	Secondary Use	Alternative use for which a property may be utilized that is different than the principal use.		Alphanumeric (1000)	N	N
P	Primary Use Percentage	Percentage of property allocated to the Primary Use.	Field formatted to include % sign	Numeric (Total = 14, Precision = 4)	N	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
Q	Secondary Use Percentage	Percentage of property allocated to the Secondary Use.	Field formatted to include % sign	Numeric (Total = 14, Precision = 4)	N	N
R	Asset Name	Nickname or short name used to describe asset/property.		Alphanumeric (1000)	Y	N
S	Business Unit	Operational group within customer organization primarily used for management reporting.		Alphanumeric (1000)	Y	Y
T	Entity	Primary business entity which should match one of the entities listed on Companies Tab.		Alphanumeric (150)	Y	Y
U	Tax Jurisdiction	The taxation authority that imposes the tax. An area, city, municipality, county, country with its own distinct regulations for taxation is a tax jurisdiction.	See Data Validation Below	Drop-Down	Y	N
V	Property Status	State or condition of asset.	Operational, Archived	Drop-Down	Y	N
W	Notes	Free form field to capture any relevant notes pertaining to the asset.		Alphanumeric (1000)	N	N
X	Available For Use Date	Date the asset becomes available for use by the Lessee. This date is used to define the effective dates for factors used in lease classification.		MM/DD/YYYY	Y	Y
Y	Depreciation Start Date	The date that assets should begin to depreciate.		MM/DD/YYYY	Y	N
Z	Fair Market Value	The price at which the property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of relevant facts.		Numeric (Total = 18, Precision = 2)	N	Y

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
AA	Cost Center	Department code asset is assigned to for responsibility/management reporting.		Alphanumeric (1000)	N	Y
AB	GL Code	GL Coding Convention ruleset that maps to the series of account codes where accounting transactions are recorded for this asset.	During GL Configuration in LeaseAccelerator core accounting system; Settings: Ledger Number: Set of Books Edit: GL Code (Coding Convention)	Alphanumeric (1000)	N	Y
AC	Asset User	Name of employee with custodial responsibility.	Must include a two part name; first last, separated by blank space	Alphanumeric (1000)	Y	N
AD	Asset User Company	Name of the company the Asset User is assigned to.		Alphanumeric (1000)	Y	N
AE	Asset Owner	Name of employee responsible from organization/fiduciary perspective.	Must include a two part name; first last, separated by blank space	Alphanumeric (1000)	Y	Y
AF	Asset Owner Company	Name of the company the Asset Owner is assigned to.		Alphanumeric (1000)	Y	N
AG	Zoning	Refers to municipal or local laws or regulations that dictate how real property can and cannot be used in certain geographic areas.	See Data Validation Below	Drop-Down	N	N
AH	Building Area	The sum of the floor area of all floors in a building.		Numeric	N	N
AI	Building Area UOM	The unit of measure used to identify the building area.	Sqft, sqm	Drop-Down	N	N
AJ	Land Area	The area of ground of a particular asset.		Numeric	N	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
AK	Land Area UOM	The unit of measure used to identify the land area.	Sqft, sqm	Drop-Down	N	N
AL	Rentable Area	Refers to the usable space, plus a proportional share of common areas of the building, such as the main lobby, elevator lobbies and hallways, and bathrooms that are outside a tenant's leased space and available for use by other tenants, etc.		Numeric	N	N
AM	Rentable Area UOM	The unit of measure used to identify the rentable area.	Sqft, sqm	Drop-Down	N	N
AN	Usable Area	Includes the specific area the tenant will occupy in order to do business. For a partial-floor lease, this includes all office space plus any storage or private restrooms.		Numeric	N	N
AO	Usable Area UOM	The unit of measure used to identify the usable area.	Sqft, sqm	Drop-Down	N	N
AP	Occupied	Is the property currently occupied?	Yes, No	Drop-Down	N	N
AQ	Single/Multi-Tenant	Is the property multi-tenant? A No selection means the property is Single Tenant.	Yes, No	Drop-Down	N	N
AR	FTE Headcount	The number of Full Time Equivalent employees at the property.		Alphanumeric (1000)	N	N
AS	FTE Capacity	The maximum number of Full Time Equivalent employees that may use the property at a single time.		Alphanumeric (1000)	N	N

Reviews Tab

Reviews are the mechanism for recording payments and changes to payments for a contract.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Contract Reference Number	Unique identifier for a contract.	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE CONTRACT TAB	Alphanumeric (1000)	Y	Y
B	Review Number	All reviews for a contract must have a review number, multiple rows with the same number allow changing of multiple costs via the same review within Real Estate Manager.	Numbering should reflect the order that the reviews occur on the lease.	Numeric	Y	Y
C	Review Date	The date which the review is effective.		MM/DD/YYYY	Y	Y
D	Review Type	Indicates the type of review or change in payment. Fixed Amount = based on fixed payment schedule, Fixed % = based on interest rate or index basis, Market = based on evaluation of current market, or CPI = based on a change in the Consumer Price Index.	Fixed Amount Review, Fixed % Review, Market Review, CPI Review	Drop-Down	Y	Y
E	Start of Payment Period	The date which begins the payment period.		MM/DD/YYYY	Y	Y
F	End of Payment Period	The date which ends the payment period.		MM/DD/YYYY	Y	Y
G	Minimum Percentage Increase		Field formatted to include % sign	Numeric (Total = 14, Precision = 4)	N	N
H	Maximum Percentage Increase		Field formatted to include % sign	Numeric (Total = 14, Precision = 4)	N	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
I	Fixed Percent	Indicates the fixed percentage.	If Review Type = "Fixed % Review" this field is required. Field formatted to include % sign.	Numeric (Total = 14, Precision = 4)	Y	N
J	Cost Name	Identifies specific cost name when multiple costs in the same cost category exists.	If multiple costs for the same cost category exist on the same review (review number) for a contract they require distinct names.	Alphanumeric (1000)	Y	Y
K	Property Reference Number	Unique identifier for an asset.	MUST MATCH EXACTLY WITH THE SAME VALUE ON THE ASSET DETAILS TAB	Alphanumeric (1000)	Y	N
L	Cost Group	A way to bundle similar cost categories together, primarily for reporting purposes.	Must match a configured Cost Group within your environment.	Alphanumeric (1000)	Y	N
M	Cost Category	A grouping of similar cost types.	Must match a configured Cost Category within your environment.	Alphanumeric (1000)	Y	Y
N	Jurisdiction	The taxation authority that imposes the tax. An area, city, municipality, county, country with its own distinct regulations for taxation is a tax jurisdiction.	See Data Validation Below	Drop-Down	Y	N
O	Tax Rate Name	Identifies the name of the tax rate used in the specified tax jurisdiction.	See Data Validation Below	Drop-Down	Y	N
P	Payment Base	Payment amount before any taxes are applied.	Payment amounts are required for Fixed Amount or Actioned Reviews	Numeric (Total = 18, Precision =2)	Y	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
Q	Payment Tax	Total amount calculated when tax rate is applied to the payment base.	Payment amounts are required for Fixed Amount type reviews or for Actioned Reviews	Numeric (Total = 18, Precision =2)	Y	N
R	P.A. Ex Tax	Field used to note PA amounts that are different to annualized periodic payments due to rounding.	Payment Base multiplied by number of payments per year.	Numeric (Total = 18, Precision =2)	Y	N
S	Repayment Mode	Indicates if payment is made before or after payment period.	Advance, Arrears	Drop-Down	Y	N
T	Payment Frequency	Periodic nature of payments - monthly, quarterly, bi-monthly, annual, bi-annual, etc.	See Data Validation Below	Drop-Down	Y	N
U	Review State	Indicates the status of a particular review.	Pending, Actioned	Drop-Down	Y	Y
V	Notes	Free form field to capture any relevant notes pertaining to the review.		Alphanumeric (1000)	N	N
W	CPI Region	The Consumer Price Index (CPI) is a measure that examines the weighted average of prices of goods and varies by region. This value must match a configured CPI Region within your environment. This field is required for CPI Reviews only.	See Data Validation Below	Drop-Down	Y	N
X	Estimated Percent	Estimated percentage increase of CPI.	Field formatted to include % sign	Numeric (Total = 18, Precision =2)	N	N
Y	Generate Invoices	This prompts the system, upon bulk import of leases via the REPIW, to generate representations of recurring invoices that will be used when creating and processing invoice batches for A/P export.	True, False - if blank, defaults to False	Drop-Down	N	N

Guarantees Tab

A Guarantee is an agreement by an entity (or person) who is not a party to a lease, to guaranty the performance of the tenant under the lease. Often, the guaranteeing party (guarantor), is an owner of the business (such as in a small retail establishment).

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Contract Reference Number	Unique identifier for a contract.	MUST MATCH EXACTLY WITH THE SAME VALUE ON THE CONTRACT TAB	Alphanumeric (1000)	Y	Y
B	Guarantee Type	Identifies the type of Guarantee being entered.	See Data Validation Below	Drop-Down	Y	N
C	Amount	Monetary amount of guarantee		Numeric (Total = 18, Precision =2)	Y	N
D	Guarantor	Person or organization that guarantees the asset or payments.		Alphanumeric (1000)	Y	N

Renewal Options Tab

Renewal options for contracts.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Contract Reference Number	Unique identifier for a contract.	MUST MATCH EXACTLY WITH THE SAME VALUE ON THE CONTRACT TAB	Alphanumeric (1000)	Y	Y
B	Option Name	Unique name of specific option.		Alphanumeric (1000)	Y	Y

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
C	Option Status	Execution status of option.	Exercised, In Progress, Pending	Drop-Down	Y	Y
D	Option Start Date	First day of option period.		MM/DD/YYYY	Y	N
E	Option End Date	Last day of option period. Required if you have more than one renewal option per contract.		MM/DD/YYYY	Y	N
F	Earliest Exercise Date	Earliest date when option may be exercised.		MM/DD/YYYY	N	N
G	Latest Exercise Date	Latest date when option may be exercised.		MM/DD/YYYY	N	N
H	Option Notes	Free form field to capture any relevant notes pertaining to the option.		Alphanumeric (4000)	N	N

Costs and Incentives Tab

Any initial costs or incentives related to contracts in the Contract tab.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Contract Reference Number	Unique identifier for a contract.	MUST MATCH EXACTLY WITH THE SAME VALUE ON THE CONTRACT TAB	Alphanumeric (1000)	Y	Y
B	CAI Payment Type	Identifies between incentives, make good costs and initial direct costs.	Incentive, MakeGood, InitialCost	Drop-Down	Y	Y

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
C	CAI Payment Sub Type	A subset of cost/incentive types based on initial type.	See Data Validation Below	Drop-Down	Y	Y
D	CAI Date	Date when monies are paid or are due for cost/incentive.		MM/DD/YYYY	Y	Y
Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
E	CAI Description	Free form field to capture a description or notes on the specific incentive, make good cost or initial direct cost.		Alphanumeric (255)	Y	Y
F	CAI Amount	Monetary amount of cost/incentive.		Numeric (Total = 18, Precision =2)	Y	N

Clauses Tab

A contract clause is a specific provision or section within a written contract. Each clause in a contract addresses a specific aspect related to the overall subject matter of the agreement. Contract clauses are aimed at clearly defining the duties, rights and privileges that each party has under the contract terms. Important clauses abstracted from contracts, if a clause type is not already configured in a customer's system it will be added as part of import.

LeaseAccelerator's Real Estate Portfolio Manager offers a set of pre-defined contract clauses that include the most common clauses in most real estate contracts, both payable and receivable. These may apply to some or all of your contract types and are configured separately for each contract type.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Contract Reference Number	Unique identifier for a contract.	This field MUST MATCH EXACTLY WITH THE SAME VALUE ON THE CONTRACT TAB	Alphanumeric (1000)	Y	N
B	Clause Category	Grouping of clauses with similar attributes.		Alphanumeric (255)	Y	N
C	Clause Name	Clause name as specified in contract.		Alphanumeric (255)	Y	N
D	Clause Section	Section in the contract.		Alphanumeric (255)	Y	N
E	Earliest Key Date	Earliest date of any activity for the clause.		MM/DD/YYYY	N	N
F	Latest Key Date	Latest date of any activity for the clause.		MM/DD/YYYY	N	N
G	Reminder Key Date	Applicable if clause has any reminders.		MM/DD/YYYY	N	N
H	Document Name	Name of the clause document or contract.		Alphanumeric (255)	N	N
I	Document Page Number	Specific page number for clause language.		Numeric	N	N
Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
J	Document PDF Page Number	Specific page number in any PDF document for clause language.		Numeric	N	N
K	Clause Text	Exact clause language from contract.		Alphanumeric (16000)	N	N

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
L	Clause Interpretation	Common interpretation of the clause language.		Alphanumeric (16000)	Y	N
M	Relevant Percentage	If clause applies to only a percentage of the asset.	Field formatted to include % sign.	Numeric (Total = 14, Precision = 4)	N	N
N	Relevant Year	If clause only applies during a certain year.		Numeric	N	N
O	Relevant Area	If clause applies to only a certain area of the asset.		Numeric	N	N
P	Amount Payable	If clause has any relevant payment amounts.		Numeric (Total = 18, Precision =2)	N	N
Q	Payable To	If clause has payments made to another party.		Alphanumeric (1000)	N	N
R	Amount Receivable	If clause has payment received.		Numeric (Total = 18, Precision =2)	N	N
S	Receivable From	If clause has payment received to another party.		Alphanumeric (1000)	N	N

Apportionments Tab

Apportionments are splits by cost category back to cost centers on a per asset basis.

Column	Field Name	Description	Validation/Valid Values	Format	Req'd for System Import	Req'd for Accounting
A	Property Reference Number	Unique identifier for an asset.	MUST MATCH EXACTLY WITH THE SAME VALUE ON THE ASSET DETAILS TAB	Alphanumeric (1000)	Y	Y
B	Costcenter Division	Departments within an organization that typically have a budget.		Alphanumeric (1000)	Y	Y
C	Costcenter Subdivision	Another sublevel of a department that typically has a budget.		Alphanumeric (1000)	Y	Y
D	Split Percentage	Percentage of allocation split between Divisions and/or Subdivisions	Field formatted to include % sign. Must total 100% for asset.	Numeric (Total = 14, Precision = 4)	Y	Y

Valid Values Glossary

The below table lists the valid values for each of the fields listed above where a drop down exists. LeaseAccelerator contains detailed logic and algorithms to validate and process information based on the specific values in these fields. NOTE: The valid values below are contained on the DATA tab in the REPIW.

 **Caution:** LeaseAccelerator will reject the imported data file IF values entered are not in the drop-down.

Tab	Field Name	Valid Values
Contacts	Type	Company, Person
Contacts	Title	Mr, Mrs, Miss, Ms, Dr
Contacts	Inherit Address	Yes, No
Contacts	Accounting Roles	Analyst, AssetOwner, AssetUser, FinanceApprover, OrderAdministrator, Sourcing, Area, Entity, Funder, Geo, Lessee, Project, PropertyTaxAuthority, SBU, Vendor
Contacts	Is Default Mailing Address	Yes, No
Contract	Contract Direction	Payable, Receivable
Contract	Lease Type	Modified Gross Lease, Triple Net Lease, FMV True/Operating Lease (FMV)
Contract	Currency	See Currency List below
Contract	In Holdover	Yes, No
Contract	Fully Abstracted	Yes, No
Asset Details	Product Category	Building, Land
Asset Details	Asset Type	Real Estate Asset (Others may be added by customer)
Asset Details	Ownership Type	Mixed, Leased, Owned
Asset Details	Property Country	See Country List below
Asset Details	Property State/Province	See State/Province List below
Asset Details	Building Area UOM	Sqft, sqm

Tab	Field Name	Valid Values
Asset Details	Land Area UOM	Sqft, sqm
Asset Details	Rentable Area UOM	Sqft, sqm
Asset Details	Usable Area UOM	Sqft, sqm
Asset Details	Occupied	Yes, No
Asset Details	Single/Multi-Tenant	Yes, No
Reviews	Review Type	Fixed Amount Review, Fixed % Review, Market Review, CPI Review
Reviews	Jurisdiction	See Jurisdiction List below
Reviews	Tax Rate Name	See Tax Rate Name List below
Reviews	Payment Frequency	Weeks, Months, Quarters, Years
Reviews	Review State	Pending, Actioned
Renewal Options	Option Status	Exercised, Pending
Costs and Incentives	CAI Payment Type	Incentive, MakeGood, InitialCost
Costs and Incentives	CAI Payment Sub Type	Type Incentive: Architect Allowance, Moving Allowance, TI Allowance, Other Allowance Type MakeGood: Known, Method A - Desktop Estimate, Method B - Quotation Type InitialCost: Initial Direct Cost
Clauses	Clause Category	Building, Land

Currency List

USD	BAM	BZD	DKK	GMD	ISK	LKR	MTL	PAB	SBD	THB	VEF
AED	BBD	CAD	DOP	GNS	JMD	LRD	MUR	PEI	SCR	TJR	VES
AFN	BDT	CDZ	DZD	GTQ	JOD	LSL	MVR	PEN	SDD	TMM	VND

ALL	BGN	CHF	EEK	GWP	JPY	LTL	MWK	PGK	SEK	TND	VUV
AMD	BHD	CLF	EGP	GYD	KES	LVL	MXN	PHP	SGD	TOP	WST
ANG	BIF	CLP	ERN	HKD	KGS	LYD	MYR	PKR	SHP	TPE	XAF
AON	BMD	CNY	ETB	HNL	KHR	MAD	MZN	PLN	SIT	TRY	XCD
AOA	BND	COP	EUR*	HRK	KMF	MDL	NAD	PYG	SKK	TTD	XOF
ARA	BOB	CRC	FJD	HTG	KRW	MGA	NGN	QAR	SLL	TWD	XPF
ARS	BRL	CSD	FKP	HUF	KWD	MKD	NIO	RON	SOS	TZS	YER
AUD*	BRR	CVE	GBP*	IDR	KYD	MMK	NOK	RSD	SRG	UAH	ZAR
AWG	BSD	CYP	GEL	ILS	KZT	MNT	NPR	RUB	STD	UGX	ZMW
AZM	BWP	CZK	GHS	INR	LAK	MOP	NZD*	RWF	SVC	UYU	ZWD
AZN	BYN	DJF	GIP	IQD	LBP	MRO	OMR	SAR	SZL	UZS	

Country List

Afghanistan	Belgium	Chile	Equatorial Guinea	Guam	Japan
Aland Island	Belize	China	Eritrea	Guatemala	Jersey
Albania	Benin	Christmas Island	Estonia	Guernsey	Jordan
Algeria	Bermuda	Cocos (Keeling) Islands	Ethiopia	Guinea	Kazakhstan
American Samoa	Bhutan	Colombia	Falkland Islands (Malvinas)	Guinea-Bissau	Kenya
Andorra	Bolivia	Comoros	Faroe Islands	Guyana	Kiribati
Angola	Bosnia-Herzegovina	Congo	Fiji	Haiti	Korea, Republic of
Anguilla	Botswana	Congo, The Democratic Republic of the	Finland	Heard Island and McDonald Islands	Kuwait
Antarctica	Bouvet Island	Cook Islands	France	Honduras	Kyrgyzstan
Antigua and Barbuda	Brazil	Costa Rica	French Guiana	Hong Kong	Latvia
Argentina	British Indian Ocean Territory	Croatia	French Polynesia	Hungary	Lebanon

Armenia	Brunei	Cyprus	French Southern Territories	Iceland	Lesotho
Aruba	Bulgaria	Czech Republic	Gabon	India	Liberia
Australia	Burkina Faso	Denmark	Georgia	Indonesia	Libya
Austria	Burundi	Djibouti	Germany	Iraq	Liechtenstein
Azerbaijan	Cambodia	Dominica	Ghana	Ireland	Lithuania
Bahamas	Cameroon	Dominican Republic	Gibraltar	Isle of Man	Luxembourg
Bahrain	Cape Verde	East Timor	Greece	Israel	Macao
Bangladesh	Cayman Islands	Ecuador	Greenland	Italy	Madagascar
Barbados	Central African Republic	Egypt	Grenada	Ivory Coast	Malawi
Belarus	Chad	El Salvador	Guadeloupe	Jamaica	Malaysia
Maldives	Nepal	Paraguay	Sao Tome and Principe	Taiwan, Province of China	Vanuatu
Mali	Netherlands	Peru	Saudi Arabia	Tajikistan	Vatican City
Malta	Netherlands Antilles	Philippines	Senegal	Tanzania, United Republic of	Venezuela
Marshall Islands	New Caledonia	Pitcairn	Serbia	Thailand	Vietnam
Martinique	New Zealand	Poland	Seychelles	Togo	Virgin Islands, British
Mauritania	Nicaragua	Portugal	Sierra Leone	Tokelau	Virgin Islands, U.S.
Mauritius	Niger	Puerto Rico	Singapore	Tonga	Wallis and Futuna
Mayotte	Nigeria	Qatar	Slovakia	Trinidad and Tobago	Western Sahara
Mexico	Niue	Reunion	Slovenia	Tunisia	Yemen
Micronesia, Federated States of	Norfolk Islands	Romania	Solomon Islands	Turkey	Zambia

Moldova, Republic of	North Macedonia, Republic of	Russia	Somalia	Turkmenistan	Zimbabwe
Monaco	Northern Mariana Islands	Rwanda	South Africa	Turks and Caicos Islands	
Mongolia	Norway	Saint Helena	Spain	Tuvalu	
Montserrat	Oman	Saint Kitts and Nevis	Sri Lanka	Uganda	
Morocco	Pakistan	Saint Lucia	Suriname	Ukraine	
Mozambique	Palau	Saint Pierre and Miquelon	Svalbard and Jan Mayen	United Arab Emirates	
Myanmar	Palestinian Territory, Occupied	Saint Vincent and the Grenadines	Swaziland	United Kingdom	
Namibia	Panama	Samoa	Sweden	Uruguay	
Nauru	Papua New Guinea	San Marino	Switzerland	Uzbekistan	

State/Province By Country List

State/Province is a required field within LeaseAccelerator’s Real Estate Portfolio Manager, even for countries without official state or provinces. In these cases, the country abbreviation should be entered and is listed in the below table.

Country	State/Province	Abbreviation
Afghanistan	AF	AF
Aland Islands	AX	AX
Albania	AL	AL
Algeria	DZ	DZ
American Samoa	AS	AS
Andorra	AD	AD
Angola	AO	AO
Anguilla	AI	AI
Antarctica	AQ	AQ
Antigua and Barbuda	AG	AG

Country	State/Province	Abbreviation
Argentina	AR	AR
Armenia	AM	AM
Aruba	AW	AW
Australia	Australian Capital Territory	ACT
Australia	New South Wales	NSW
Australia	Northern Territory	NT
Australia	Queensland	QLD
Australia	South Australia	SA
Australia	Tasmania	TAS
Australia	Victoria	VIC
Australia	Western Australia	WA
Austria	AT	AT
Azerbaijan	AZ	AZ
Bahamas	BS	BS
Bahrain	BH	BH
Bangladesh	BD	BD
Barbados	BB	BB
Belarus	BY	BY
Belgium	BE	BE
Belize	BZ	BZ
Benin	BJ	BJ
Bermuda	BM	BM
Bhutan	BT	BT
Bolivia	BO	BO
Bosnia-Herzegovina	BA	BA
Botswana	BW	BW
Bouvet Island	BV	BV

Country	State/Province	Abbreviation
Brazil	Acre	AC
Brazil	Alagoas	AL
Brazil	Amazonas	AM
Brazil	Amapá	AP
Brazil	Bahia	BA
Brazil	Ceará	CE
Brazil	Distrito Federal	DF
Brazil	Espirito Santo	ES
Brazil	Goiás	GO
Brazil	Maranhão	MA
Brazil	Minas Gerais	MG
Brazil	Mato Grosso do Sui	MS
Brazil	Pará	PA
Brazil	Paraíba	PB
Brazil	Pernambuco	PE
Brazil	Piauí	PI
Brazil	Paraná	PR
Brazil	Rio de Janeiro	RJ
Brazil	Rio Grande do Norte	RN
Brazil	Rondônia	RO
Brazil	Roraima	RR
Brazil	Rio Grande do Sui	RS
Brazil	Santa Catarina	SC
Brazil	Sergipe	SE
Brazil	São Paulo	SP
Brazil	Tocantins	TO
British Indian Ocean Territory	IO	IO

Country	State/Province	Abbreviation
Brunei	BN	BN
Bulgaria	BG	BG
Burkina Faso	BF	BF
Burundi	BI	BI
Cambodia	KH	KH
Cameroon	CM	CM
Canada	British Columbia	BC
Canada	Manitoba	MB
Canada	New Brunswick	NB
Canada	Newfoundland	NL
Canada	Nova Scotia	NS
Canada	Northwest Territory	NT
Canada	Nunavut	NU
Canada	Ontario	ON
Canada	Prince Edward Island	PE
Canada	Quebec	QC
Canada	Saskatchewan	SK
Canada	Yukon Territory	YT
Cape Verde	CV	CV
Cayman Islands	KY	KY
Central African Republic	CF	CF
Chad	TD	TD
Chile	CL	CL
China	Anhui	CNAH
China	Beijing	CNBJ
China	Chongqing	CNCQ
China	Fujian	CNFJ

Country	State/Province	Abbreviation
China	Guangdong	CNGD
China	Gansu	CNGS
China	Guangxi Zhuang	CNGX
China	Guizhou	CNGZ
China	Hainan	CNHA
China	Hebel	CNHB
China	Henan	CNHE
China	Heilongjiang	CNHL
China	Hunan	CNHN
China	Hubel	CNHU
China	Jilin	CNJL
China	Jiangsu	CNJS
China	Jiangxi	CNJX
China	Liaoning	CNLN
China	Nei Mongol	CNNM
China	Ningxia Hui	CNNX
China	Qinghai	CNQH
China	Shaanxi	CNSA
China	Sichuan	CNSC
China	Shandong	CNSD
China	Shanghai	CNSH
China	Shanxi	CNSX
China	Tianjin	CNTJ
China	Xinjiang Uygur	CNXJ
China	Xizang	CNXZ
China	Yunnan	CNYN
China	Zhejiang	CNZJ

Country	State/Province	Abbreviation
Christmas Island	CX	CX
Cocos (Keeling) Islands	CC	CC
Colombia	CO	CO
Comoros	KM	KM
Congo	CG	CG
Congo, The Democratic Republic of the	CD	CD
Cook Islands	CK	CK
Costa Rica	CR	CR
Croatia	HR	HR
Curacao	CW	CW
Cyprus	CY	CY
Czech Republic	CZ	CZ
Denmark	DK	DK
Djibouti	DJ	DJ
Dominica	DM	DM
Dominican Republic	DO	DO
East Timor	TP	TP
Ecuador	EC	EC
Egypt	EG	EG
El Salvador	SV	SV
Equatorial Guinea	GQ	GQ
Eritrea	ER	ER
Estonia	EE	EE
Ethiopia	ET	ET
Falkland Islands (Malvinas)	FX	FX
Faroe Islands	FO	FO
Fiji	FJ	FJ

Country	State/Province	Abbreviation
Finland	FI	FI
France	FR	FR
French Guiana	GF	GF
French Polynesia	PF	PF
French Southern Territories	TF	TF
Gabon	GA	GA
Gambia	GM	GM
Georgia	GE	GE
Germany	DE	DE
Ghana	GH	GH
Gibraltar	GI	GI
Greece	GR	GR
Greenland	GL	GL
Grenada	GD	GD
Guadeloupe	GP	GP
Guam	GU	GU
Guatemala	GT	GT
Guernsey	GG	GG
Guinea	GN	GN
Guinea-Bissau	GW	GW
Guyana	GY	GY
Haiti	HT	HT
Heard Island and McDonald Islands	HM	HM
Honduras	HN	HN
Hong Kong	HK	HK
Hungary	HU	HU
Iceland	IS	IS

Country	State/Province	Abbreviation
India	Andaman and Nicobar Islands	AN
India	Andhra Pradesh	AP
India	Arunachal Pradesh	AR
India	Assam	AS
India	Bihar	BR
India	Chandigarh	CHD
India	Daman and Diu	DD
India	Delhi	DEL
India	Dadra and Nagar Haveli	DNH
India	Goa	GOA
India	Gujarat	GUJ
India	Himachal Pradesh	HP
India	Haryana	HR
India	Jharkhand	JH
India	Jammu and Kashmir	JK
India	Kerala	KER
India	Karnataka	KRN
India	Lakshadweep	LKP
India	Maharashtra	MAH
India	Meghalaya	MEG
India	Mizoram	MIZ
India	Manipur	MNP
India	Madhya Pradesh	MP
India	Nagaland	NLD
India	Orissa	OR
India	Pondicherry	PDY
India	Punjab	PU

Country	State/Province	Abbreviation
India	Rajasthan	RAJ
India	Sikkim	SKM
India	Tamil Nadu	TN
India	Tripura	TRP
India	Uttar Pradesh	UP
India	West Bengal	WB
Indonesia	ID	ID
Iraq	IQ	IQ
Ireland	Cork	CK
Ireland	Clare	CL
Ireland	Cavan	CV
Ireland	Carlow	CW
Ireland	Dublin	DB
Ireland	Donegal	DG
Ireland	Galway	GW
Ireland	Kildare	KD
Ireland	Kilkenny	KK
Ireland	Kerry	KR
Ireland	Laoighis	LS
Ireland	Leitrim	LM
Ireland	Limerick	LR
Ireland	Louth	LT
Ireland	Longford	LF
Ireland	Meath	MT
Ireland	Monaghan	MG
Ireland	Mayo	MY

Country	State/Province	Abbreviation
Ireland	Offaly	OF
Ireland	Roscommon	RC
Ireland	Sligo	SL
Ireland	Tipperary	TP
Ireland	Waterford	WF
Ireland	Westmeath	WM
Ireland	Wexford	WX
Ireland	Wicklow	WK
Isle of Man	IM	IM
Israel	IL	IL
Italy	Agrigento	AG
Italy	Alessandria	AL
Italy	Ancona	AN
Italy	Aosta	AO
Italy	Arezzo	AR
Italy	Ascoli Piceno	AP
Italy	Asti	AT
Italy	Avellino	AV
Italy	Bari	BA
Italy	Barletta-Andria-Trani	BT
Italy	Belluno	BL
Italy	Benevento	BN
Italy	Bergamo	BG
Italy	Biella	BI
Italy	Bologna	BO
Italy	Bolzano-Bozen	BZ
Italy	Brescia	BS

Country	State/Province	Abbreviation
Italy	Brindisi	BR
Italy	Cagliari	CA
Italy	Caltanissetta	CL
Italy	Campobasso	CB
Italy	Carbonia-Iglesias	CI
Italy	Caserta	CE
Italy	Catania	CT
Italy	Catanzaro	CZ
Italy	Chieti	CH
Italy	Como	CO
Italy	Cosenza	CS
Italy	Cremona	CR
Italy	Crotone	KR
Italy	Cuneo	CN
Italy	Enna	EN
Italy	Fermo	FM
Italy	Ferrara	FE
Italy	Florence	FI
Italy	Foggia	FG
Italy	Forlì-Cesena	FC
Italy	Frosinone	FR
Italy	Genoa	GE
Italy	Gorizia	GO
Italy	Grosseto	GR
Italy	Imperia	IM
Italy	Isernia	IS
Italy	L'Aquila	AQ

Country	State/Province	Abbreviation
Italy	La Spezia	SP
Italy	Latina	LT
Italy	Lecce	LE
Italy	Lecco	LC
Italy	Livorno	LI
Italy	Lodi	LO
Italy	Lucca	LU
Italy	Macerata	MC
Italy	Mantua	MN
Italy	Massa-Carrara	MS
Italy	Matera	MT
Italy	Medio Campidano	MD/VS
Italy	Messina	ME
Italy	Milan	MI
Italy	Modena	MO
Italy	Monza and Brianza	MB
Italy	Naples	NA
Italy	Novara	NO
Italy	Nuoro	NU
Italy	Ogliastra	OG
Italy	Olbia-Tempio	OT
Italy	Oristano	OR
Italy	Padua	PD
Italy	Palermo	PA
Italy	Parma	PR
Italy	Pavia	PV
Italy	Perugia	PG

Country	State/Province	Abbreviation
Italy	Pesaro e Urbino	PU
Italy	Pescara	PE
Italy	Piacenza	PC
Italy	Pisa	PI
Italy	Pistoia	PT
Italy	Pordenone	PN
Italy	Potenza	PZ
Italy	Prato	PO
Italy	Ragusa	RG
Italy	Ravenna	RA
Italy	Reggio Calabria	RC
Italy	Reggio Emilia	RE
Italy	Republic of San Marino	RSM
Italy	Rieti	RI
Italy	Rimini	RN
Italy	Rome	RM
Italy	Rovigo	RO
Italy	Salerno	SA
Italy	Sassari	SS
Italy	Savona	SV
Italy	Siena	SI
Italy	Sondrio	SO
Italy	Syracuse	SR
Italy	Taranto	TA
Italy	Teramo	TE
Italy	Terni	TR
Italy	Trapani	TP

Country	State/Province	Abbreviation
Italy	Trento	TN
Italy	Treviso	TV
Italy	Trieste	TS
Italy	Turin	TO
Italy	Udine	UD
Italy	Varese	VA
Italy	Vatican City	SCV
Italy	Venice	VE
Italy	Verbano-Cusio-Ossola	VB
Italy	Vercelli	VC
Italy	Verona	VR
Italy	Vibo Valentia	VV
Italy	Vicenza	VI
Italy	Viterbo	VT
Ivory Coast	CI	CI
Jamaica	JM	JM
Japan	Hokkaido	JP01
Japan	Aomori	JP02
Japan	Iwate	JP03
Japan	Miyagi	JP04
Japan	Akita	JP05
Japan	Yamagata	JP06
Japan	Fukushima	JP07
Japan	Ibaraki	JP08
Japan	Tochigi	JP09
Japan	Gunma	JP10
Japan	Saitama	JP11

Country	State/Province	Abbreviation
Japan	Chiba	JP12
Japan	Tokyo	JP13
Japan	Kanagawa	JP14
Japan	Niigata	JP15
Japan	Toyama	JP16
Japan	Isikawa	JP17
Japan	Fukui	JP18
Japan	Yamanashi	JP19
Japan	Nagano	JP20
Japan	Gifu	JP21
Japan	Shizuoka	JP22
Japan	Aichi	JP23
Japan	Mie	JP24
Japan	Shiga	JP25
Japan	Kyoto	JP26
Japan	Osaka	JP27
Japan	Hyogo	JP28
Japan	Nara	JP29
Japan	Wakayama	JP30
Japan	Tottori	JP31
Japan	Shimane	JP32
Japan	Okayama	JP33
Japan	Hiroshima	JP34
Japan	Yamaguchi	JP35
Japan	Tokushima	JP36
Japan	Kagawa	JP37
Japan	Ehime	JP38

Country	State/Province	Abbreviation
Japan	Kochi	JP39
Japan	Fukuoka	JP40
Japan	Saga	JP41
Japan	Nagasaki	JP42
Japan	Kumamoto	JP43
Japan	Oita	JP44
Japan	Miyazaki	JP45
Japan	Kagoshima	JP46
Japan	Okinawa	JP47
Jersey	JE	JE
Jordan	JO	JO
Kazakhstan	KZ	KZ
Kenya	KE	KE
Kiribati	KI	KI
Korea, Republic of	KR	KR
Kuwait	KW	KW
Kyrgyzstan	KG	KG
Laos	LA	LA
Latvia	LV	LV
Lebanon	LB	LB
Lesotho	LS	LS
Liberia	LR	LR
Libya	LY	LY
Liechtenstein	LI	LI
Lithuania	LT	LT
Luxembourg	LU	LU
Macao	MO	MO

Country	State/Province	Abbreviation
Madagascar	MG	MG
Malawi	MW	MW
Malaysia	MY	MY
Maldives	MV	MV
Mali	ML	ML
Malta	MT	MT
Marshall Islands	MH	MH
Martinique	MQ	MQ
Mauritania	MR	MR
Mauritius	MU	MU
Mayotte	YT	YT
Mexico	Aguascalientes	AGS
Mexico	Baja California	BCN
Mexico	Baja California Sur	BCS
Mexico	Campeche	CAM
Mexico	Chihuahua	CHIH
Mexico	Chiapas	CHIS
Mexico	Coahuila	COAH
Mexico	Colima	COL
Mexico	Distrito Federal	DF
Mexico	Durango	DGO
Mexico	Guerrero	GRO
Mexico	Guanajuato	GTO
Mexico	Hidalgo	HGO
Mexico	Jalisco	JAL
Mexico	Mexico	MEX
Mexico	Michoacán	MICH

Country	State/Province	Abbreviation
Mexico	Morelos	MOR
Mexico	Nayarit	NAY
Mexico	Nuevo León	NL
Mexico	Oaxaca	OAX
Mexico	Puebla	PUE
Mexico	Querétaro	QRO
Mexico	Quintana Roo	QROO
Mexico	Sinaloa	SIN
Mexico	San Luis Potosí	SLP
Mexico	Sonora	SON
Mexico	Tabasco	TAB
Mexico	Tamaulipas	TAMP
Mexico	Tlaxcala	TLAX
Mexico	Veracruz	VER
Mexico	Yucatán	YUC
Mexico	Zacatecas	ZAC
Micronesia, Federated States of	FM	FM
Moldova, Republic of	MD	MD
Monaco	MC	MC
Mongolia	MN	MN
Montserrat	MS	MS
Morocco	MA	MA
Mozambique	MZ	MZ
Myanmar	MM	MM
Namibia	NA	NA
Nauru	NR	NR
Nepal	NP	NP

Country	State/Province	Abbreviation
Netherlands	NL	NL
Netherlands Antilles	AN	AN
New Caledonia	NC	NC
New Zealand	NZ	NZ
Nicaragua	NI	NI
Niger	NE	NE
Nigeria	NG	NG
Niue	NU	NU
Norfolk Island	NF	NF
Northern Mariana Islands	MP	MP
Norway	NO	NO
Oman	OM	OM
Pakistan	PK	PK
Palau	PW	PW
Palestinian Territory, Occupied	PS	PS
Panama	PA	PA
Papua New Guinea	PG	PG
Paraguay	PY	PY
Peru	PE	PE
Philippines	PH	PH
Pitcairn	PN	PN
Poland	PO	PO
Portugal	PT	PT
Puerto Rico	PR	PR
Qatar	QA	QA
Reunion	RE	RE
Romania	RO	RO

Country	State/Province	Abbreviation
Russia	RU	RU
Rwanda	RW	RW
Saint Helena	SH	SH
Saint Kitts and Nevis	KN	KN
Saint Lucia	LC	LC
Saint Pierre and Miquelon	PM	PM
Saint Vincent and the Grenadines	VC	VC
Samoa	WS	WS
San Marino	SM	SM
Sao Tome and Principe	ST	ST
Saudi Arabia	SA	SA
Senegal	SN	SN
Serbia	CS	CS
Seychelles	SC	SC
Sierra Leone	SL	SL
Singapore	SG	SG
Sint Maarten	SX	SX
Slovakia	SK	SK
Slovenia	SI	SI
Solomon Islands	SB	SB
Somalia	SO	SO
South Africa	ZA	ZA
Spain	ES	ES
Sri Lanka	LK	LK
Suriname	SR	SR
Svalbard and Jan Mayen	SJ	SJ
Swaziland	SZ	SZ

Country	State/Province	Abbreviation
Sweden	SE	SE
Switzerland	CH	CH
Taiwan, Province of China	TW	TW
Tajikistan	TJ	TJ
Tanzania, United Republic of	TZ	TZ
Thailand	TH	TH
Togo	TG	TG
Tokelau	TK	TK
Tonga	TO	TO
Trinidad and Tobago	TT	TT
Tunisia	TN	TN
Turkey	TR	TR
Turkmenistan	TM	TM
Turks and Caicos Islands	TC	TC
Tuvalu	TV	TV
US	Alaska	AK
US	Alabama	AL
US	Arkansas	AR
US	Arizona	AZ
US	California	CA
US	Colorado	CO
US	Connecticut	CT
US	Washington, DC	DC
US	Delaware	DE
US	Florida	FL
US	Georgia	GA
US	Hawaii	HI

Country	State/Province	Abbreviation
US	Iowa	IA
US	Idaho	ID
US	Illinois	IL
US	Indiana	IN
US	Kansas	KS
US	Kentucky	KY
US	Louisiana	LA
US	Massachusetts	MA
US	Maryland	MD
US	Maine	ME
US	Michigan	MI
US	Minnesota	MN
US	Missouri	MO
US	Mississippi	MS
US	Montana	MT
US	North Carolina	NC
US	North Dakota	ND
US	Nebraska	NE
US	New Jersey	NJ
US	New Mexico	NM
US	Nevada	NV
US	New York	NY
US	Ohio	OH
US	Oklahoma	OK
US	Oregon	OR
US	Pennsylvania	PA
US	Puerto Rico	PR

Country	State/Province	Abbreviation
US	Rhode Island	RI
US	South Carolina	SC
US	South Dakota	SD
US	Tennessee	TN
US	Texas	TX
US	Utah	UT
US	Virginia	VA
US	Virgin Islands	VI
US	Vermont	VT
US	Washington	WA
US	West Virginia	WV
US	Wyoming	WY
Uganda	UG	UG
Ukraine	UA	UA
United Arab Emirates	AE	AE
United Kingdom	GB	GB
United States Minor Outlying Islands	UM	UM
Uruguay	UY	UY
Uzbekistan	UZ	UZ
Vanuatu	VU	VU
Vatican City	VA	VA
Venezuela	VE	VE
Vietnam	VN	VN
Virgin Islands, British	VG	VG
Virgin Islands, U.S.	VI	VI
Wallis and Futuna	WF	WF
Western Sahara	EH	EH

Country	State/Province	Abbreviation
Yemen	YE	YE
Zambia	ZM	ZM
Zimbabwe	ZW	ZW

Tax Jurisdiction Name and Code

Code	Name	Code	Name	Code	Name	Code	Name
AFG	Afghanistan	ALA	Aland Islands	ALB	Albania	DZA	Algeria
ASM	American Samoa	AND	Andorra	AGO	Angola	AIA	Anguilla
ATA	Antarctica	ATG	Antigua and Barbuda	ARG	Argentina	ARM	Armenia
ABW	Aruba	AUS	Australia	AUT	Austria	AZE	Azerbaijan
BHS	Bahamas	BHR	Bahrain	BGD	Bangladesh	BRB	Barbados
BLR	Belarus	BEL	Belgium	BLZ	Belize	BEN	Benin
BMU	Bermuda	BTN	Bhutan	BOL	Bolivia	BES	Bonaire Saint Eustatius, and Saba Islands
BIH	Bosnia and Herzegovina	BWA	Botswana	BVT	Bouvet Island	BRA	Brazil
IOT	British Indian Ocean Territory	VGB	British Virgin Islands	BN	Brunei	BRN	Brunei Darussalam
BGR	Bulgaria	BFA	Burkina Faso	BDI	Burundi	KHM	Cambodia
CMR	Cameroon	CAN	Canada	CPV	Cape Verde	CYM	Cayman Islands
CAF	Central African Republic	TCD	Chad	CHL	Chile	CHN	China
CXR	Christmas Island	CCK	Cocos (Keeling) Islands	COL	Colombia	COM	Comoros
COD	Congo, Democratic Republic of (was Zaire)	COG	Congo, People's Republic of	COK	Cook Islands	CRI	Costa Rica
CIV	Cote D'Ivoire (Ivory Coast)	CUW	Curacao	CYP	Cyprus	CZE	Czech Republic
DNK	Denmark	DJI	Djibouti	DMA	Dominica	DOM	Dominican Republic
ECU	Ecuador	EGY	Egypt	SLV	El Salvador	GNQ	Equatorial Guinea

Code	Name	Code	Name	Code	Name	Code	Name
ERI	Eritrea	EST	Estonia	ETH	Ethiopia	FLK	Falkland Islands (Malvinas)
FRO	Faroe Islands	FJI	Fiji	FIN	Finland	FRA	France
GUF	French Guiana	PYF	French Polynesia	ATF	French Southern Territories	GAB	Gabon
GMB	Gambia	GEO	Georgia	DEU	Germany	GHA	Ghana
GIB	Gibraltar	GRC	Greece	GRL	Greenland	GRD	Grenada
GLP	Guadeloupe	GUM	Guam	GTM	Guatemala	GGY	Guernsey
GIN	Guinea	GUY	Guyana	HTI	Haiti	HMD	Heard and McDonald Islands
HND	Honduras	HKG	Hong Kong	HRV	Hrvatska (Croatia)	HUN	Hungary
ISL	Iceland	IND	India	IDN	Indonesia	IRQ	Iraq
IRL	Ireland	IMN	Isle of Man, The	ISR	Israel	ITA	Italy
JAM	Jamaica	JPN	Japan	JEY	Jersey	JOR	Jordan
KAZ	Kazakhstan	KEN	Kenya	KIR	Kiribati	KWT	Kuwait
KGZ	Kyrgyzstan	LAO	Laos	LVA	Latvia	LBN	Lebanon
LSO	Lesotho	LBR	Liberia	LBY	Libya	LIE	Liechtenstein
LTU	Lithuania	LUX	Luxembourg	MAC	Macau	MKD	Macedonia, The Former Yugoslav Republic of
MDG	Madagascar	MWI	Malawi	MYS	Malaysia	MDV	Maldives
MLI	Mali	MLT	Malta	MHL	Marshall Islands	MTQ	Martinique
MRT	Mauritania	MUS	Mauritius	MYT	Mayotte	MEX	Mexico
FSM	Micronesia, Federated States of	MDA	Moldova	MCO	Monaco	MNG	Mongolia
MNE	Montenegro	MSR	Montserrat	MAR	Morocco	MOZ	Mozambique
MMR	Myanmar (was Burma)	NAM	Namibia	NRU	Nauru	NPL	Nepal
NLD	Netherlands	NCL	New Caledonia	NZL	New Zealand	NIC	Nicaragua
NER	Niger	NGA	Nigeria	NIU	Niue	NFK	Norfolk Island
MNP	Northern Mariana Islands	NOR	Norway	OMN	Oman	PAK	Pakistan

Code	Name	Code	Name	Code	Name	Code	Name
PLW	Palau	PSE	Palestinian Territory, Occupied	PAN	Panama	PNG	Papua New Guinea
PRY	Paraguay	PER	Peru	PHL	Philippines	PCN	Pitcairn Island
POL	Poland	PRT	Portugal	PRI	Puerto Rico	QAT	Qatar
REU	R union	ROU	Romania	RUS	Russian Federation	RWA	Rwanda
BLM	Saint Barth lemy	SHN	Saint Helena	KNA	Saint Kitts and Nevis	LCA	Saint Lucia
SXM	Saint Martin (Dutch part)	MAF	Saint Martin (French part)	SPM	Saint Pierre and Miquelon	VCT	Saint Vincent and the Grenadines
WSM	Samoa	SMR	San Marino	STP	Sao Tome and Principe	SAU	Saudi Arabia
SEN	Senegal	SRB	Serbia	SYC	Seychelles	SLE	Sierra Leone
SGP	Singapore	SVK	Slovakia (Slovak Republic)	SVN	Slovenia	SLB	Solomon Islands
SOM	Somalia	ZAF	South Africa	SGS	South Georgia and the South Sandwich Islands	KOR	South Korea
ESP	Spain	LKA	Sri Lanka	SUR	Suriname	SJM	Svalbard and Jan Mayen Islands
SWZ	Swaziland	SWE	Sweden	CHE	Switzerland	TWN	Taiwan
TJK	Tajikistan	TZA	Tanzania	THA	Thailand	TLS	Timor
TGO	Togo	TKL	Tokelau	TON	Tonga	TTO	Trinidad and Tobago
TUN	Tunisia	TUR	Turkey	TKM	Turkmenistan	TCA	Turks and Caicos Islands
TUV	Tuvalu	UGA	Uganda	UKR	Ukraine	ARE	United Arab Emirates
GBR	United Kingdom	UMI	United States Minor Outlying Islands	VIR	United States Virgin Islands	USA	United States of America
URY	Uruguay	UZB	Uzbekistan	VUT	Vanuatu	VAT	Vatican City State (Holy See)
VEN	Venezuela	VNM	Vietnam	WLF	Wallis and Futuna Islands	ESH	Western Sahara
YEM	Yemen	ZMB	Zambia	ZWE	Zimbabwe		

Tax Rate Name List

13% HST	5% GST	GST	No Tax	Social/Health Rate	VAT (20%)
15% HST	5% GST + 9.975% QST	GST Exempt	Real estate Rate	Standard Rate	VAT (5%)
2 nd Reduced Rate	Flat Rate	Livestock Rate	Reduced Rate	VAT (0%)	Zero Rate

CPI Index Table

Afghanistan Weighted Average	Gibraltar Weighted Average	Palestinian Territory, Occupied Weighted Average
Aland Islands Weighted Average	Greece Weighted Average	Panama Weighted Average
Albania Weighted Average	Greenland Weighted Average	Papua New Guinea Weighted Average
Algeria Weighted Average	Grenada Weighted Average	Paraguay Weighted Average
American Samoa Weighted Average	Guadeloupe Weighted Average	Peru Weighted Average
Andorra Weighted Average	Guam Weighted Average	Philippines Weighted Average
Angola Weighted Average	Guatemala Weighted Average	Pitcairn Weighted Average
Anguilla Weighted Average	Guernsey Weighted Average	Poland Weighted Average
Antarctica Weighted Average	Guinea Weighted Average	Portugal Weighted Average
Antigua and Barbuda Weighted Average	Guinea-Bissau Weighted Average	Puerto Rico Weighted Average
Argentina Weighted Average	Guyana Weighted Average	Qatar Weighted Average
Armenia Weighted Average	Haiti Weighted Average	Reunion Weighted Average
Aruba Weighted Average	Heard Island and McDonald Islands Weighted Average	Romania Weighted Average
Australia Weighted Average	Honduras Weighted Average	Russia Weighted Average
Austria Weighted Average	Hong Kong Weighted Average	Rwanda Weighted Average
Azerbaijan Weighted Average	Hungary Weighted Average	Saint Helena Weighted Average
Bahamas Weighted Average	Iceland Weighted Average	Saint Kitts and Nevis Weighted Average
Bahrain Weighted Average	India Weighted Average	Saint Lucia Weighted Average

Bangladesh Weighted Average	Indonesia Weighted Average	Saint Pierre and Miquelon Weighted Average
Barbados Weighted Average	Iraq Weighted Average	Saint Vincent and the Grenadines Weighted Average
Belarus Weighted Average	Ireland Weighted Average	Samoa Weighted Average
Belgium Weighted Average	Isle of Man Weighted Average	San Marino Weighted Average
Belize Weighted Average	Israel Weighted Average	Sao Tome and Principe Weighted Average
Benin Weighted Average	Italy Weighted Average	Saudi Arabia Weighted Average
Bermuda Weighted Average	Ivory Coast Weighted Average	Senegal Weighted Average
Bhutan Weighted Average	Jamaica Weighted Average	Serbia Weighted Average
Bolivia Weighted Average	Japan Weighted Average	Seychelles Weighted Average
Bosnia-Herzegovina Weighted Average	Jersey Weighted Average	Sierra Leone Weighted Average
Botswana Weighted Average	Jordan Weighted Average	Singapore Weighted Average
Bouvet Island Weighted Average	Kazakhstan Weighted Average	Sint Maarten Weighted Average
Brazil Weighted Average	Kenya Weighted Average	Slovakia Weighted Average
British Indian Ocean Territory Weighted Average	Kiribati Weighted Average	Slovenia Weighted Average
Brunei Weighted Average	Korea, Republic of Weighted Average	Solomon Islands Weighted Average
Bulgaria Weighted Average	Kuwait Weighted Average	Somalia Weighted Average
Burkina Faso Weighted Average	Kyrgyzstan Weighted Average	South Africa Weighted Average
Burundi Weighted Average	Laos Weighted Average	Spain Weighted Average
Cambodia Weighted Average	Latvia Weighted Average	Sri Lanka Weighted Average
Cameroon Weighted Average	Lebanon Weighted Average	Suriname Weighted Average
Canada Weighted Average	Lesotho Weighted Average	Svalbard and Jan Mayen Weighted Average
Cape Verde Weighted Average	Liberia Weighted Average	Swaziland Weighted Average
Cayman Islands Weighted Average	Libya Weighted Average	Sweden Weighted Average
Central African Republic Weighted Average	Liechtenstein Weighted Average	Switzerland Weighted Average
Chad Weighted Average	Lithuania Weighted Average	Taiwan, Province of China Weighted Average
Chile Weighted Average	Luxembourg Weighted Average	Tajikistan Weighted Average

China Weighted Average	Macao Weighted Average	Tanzania, United Republic of Weighted Average
Christmas Island Weighted Average	Madagascar Weighted Average	Thailand Weighted Average
Cocos (Keeling) Islands Weighted Average	Malawi Weighted Average	Togo Weighted Average
Colombia Weighted Average	Malaysia Weighted Average	Tokelau Weighted Average
Comoros Weighted Average	Maldives Weighted Average	Tonga Weighted Average
Congo Weighted Average	Mali Weighted Average	Trinidad and Tobago Weighted Average
Congo, The Democratic Republic of the Weighted Average	Malta Weighted Average	Tunisia Weighted Average
Cook Islands Weighted Average	Marshall Islands Weighted Average	Turkey Weighted Average
Costa Rica Weighted Average	Martinique Weighted Average	Turkmenistan Weighted Average
Croatia Weighted Average	Mauritania Weighted Average	Turks and Caicos Islands Weighted Average
Curacao Weighted Average	Mauritius Weighted Average	Tuvalu Weighted Average
Cyprus Weighted Average	Mayotte Weighted Average	Uganda Weighted Average
Czech Republic Weighted Average	Mexico Weighted Average	Ukraine Weighted Average
Denmark Weighted Average	Micronesia, Federated States of Weighted Average	United Arab Emirates Weighted Average
Djibouti Weighted Average	Moldova, Republic of Weighted Average	United Kingdom Weighted Average
Dominica Weighted Average	Monaco Weighted Average	United States Minor Outlying Islands Weighted Average
Dominican Republic Weighted Average	Mongolia Weighted Average	Uruguay Weighted Average
East Timor Weighted Average	Montserrat Weighted Average	US Midwest CPI-U
Ecuador Weighted Average	Morocco Weighted Average	US Midwest CPI-W
Egypt Weighted Average	Mozambique Weighted Average	US Northeast CPI-U
El Salvador Weighted Average	Myanmar Weighted Average	US Northeast CPI-W
Equatorial Guinea Weighted Average	Namibia Weighted Average	US South CPI-U
Eritrea Weighted Average	Nauru Weighted Average	US South CPI-W
Estonia Weighted Average	Nepal Weighted Average	US Weighted Average

Ethiopia Weighted Average	Netherlands Antilles Weighted Average	US West CPI-U
Falkland Islands (Malvinas) Weighted Average	Netherlands Weighted Average	US West CPI-W
Faroe Islands Weighted Average	New Caledonia Weighted Average	Uzbekistan Weighted Average
Fiji Weighted Average	New Zealand Weighted Average	Vanuatu Weighted Average
Finland Weighted Average	Nicaragua Weighted Average	Vatican City Weighted Average
France Weighted Average	Niger Weighted Average	Venezuela Weighted Average
French Guiana Weighted Average	Nigeria Weighted Average	Vietnam Weighted Average
French Polynesia Weighted Average	Niue Weighted Average	Virgin Islands, British Weighted Average
French Southern Territories Weighted Average	Norfolk Island Weighted Average	Virgin Islands, U.S. Weighted Average
Gabon Weighted Average	Northern Mariana Islands Weighted Average	Wallis and Futuna Weighted Average
Gambia Weighted Average	Norway Weighted Average	Western Sahara Weighted Average
Georgia Weighted Average	Oman Weighted Average	Yemen Weighted Average
Germany Weighted Average	Pakistan Weighted Average	Zambia Weighted Average
Ghana Weighted Average	Palau Weighted Average	Zimbabwe Weighted Average

Version Summary

Version	Changes/Updates	Date
20R3.1	Created Real Estate Manager CIG	10/1/2020
21R2	Rebranded/reformatted guide.	4/20/2021
	Updated missing field definitions on Clauses and Apportionments tabs Added Tax Jurisdiction Name and Code table	5/28/2021
21R2.1	Removed Lease Type Definitions	6/7/2021
21R3	Added Contacts tab section	7/14/2021
21R4	Updated Company Short Name field character max and added note about Contact tab/Last Name field.	10/05/2021