



The WinStack Tenant Management System (TMVu) Overview

WinStack TMVu or the *WinStack* Tenant Management system was designed to turn tenant data into actionable, profitable information.

Tenant and landlord reps typically “walk” an office building in selected submarkets and need some method to store and maintain the data. Then they want to be able to run reports across the database of properties and tenants reflecting lease expirations and leasing opportunities. And then they want to quickly generate a color-coded stacking plan for one or several buildings at one time. Many reps have tried to use a contact management system (CRM) as a solution but find that while these CRM systems are excellent at keeping notes about phone calls and maintaining To-Do lists, they are not really suited to track multi-suite tenants nor for generating stacking plans easily and accurately. They definitely don’t enable the rep to display how correct or accurate the data is and quantifiably demonstrate to prospects their knowledge of the market.

The *WinStack TMVu* system was developed to be:

- A single database of property and tenant data
- Simple to import tenant data from a spreadsheet
- Easy to change and maintain tenant data
- Easy to maintain and display Tenant/Lease Comp data
- Easy to select professional-looking reports and statistics displaying how accurate and complete the tenant data is
- Simple to display color-coded stacking plans to “proof” tenant data and for marketing purposes
- Compare the accuracy and completeness of data derived from other sources such as CoStar with what has been gathered by your prospecting team

The *WinStack TMVu* system is the only system on the market to enable the user to maintain a database of properties and tenants and easily generate complete, impressive stacking plans and reports for marketing purposes!

Comparison Between *WinStack32* (Interactive) and the *WinStack Tenant Management Systems*

WinStack32 has been used for many years to generate professional-looking, color-coded stacking plans. How is the *WinStack TMVu* system different and better for maintaining and using tenant information?

WinStack32 (Interactive system)	TMVu	Benefits
One (1) file per property. If you have 50 properties, there are 50 property files probably stored in multiple folders	One (1) database for all properties and tenants.	Much easier to maintain a large number of buildings and tenants.
Store limited information about properties and tenants	Store 20+ property specific items of information combined with more than 25+ tenant oriented items	Store more important information needed for reports and queries
Multiple steps needed to generate a stacking plan	Click one button to generate a stacking plan	Professional-looking stacking plans can be easily generated by someone who knows little about the system.
No ability to store numerous transaction and pursuit notes about tenants	Input unlimited notes for each tenant	Excellent audit trail of activities and information maintained while pursuing tenants
No ability to store Tenant/Lease Comp data	Store, select and display Tenant/Lease Comp data	Easily maintain detailed Tenant/Lease Comp data all in one database
No ability to query or report on tenants across separate properties	Complete ability to query or filter tenants based upon innumerable criteria and then display tenants and buildings selected	Have a treasure trove of data available at your fingertips
No ability to display expiration SF for each building and submarket on one report	Generate a report displaying the SF totals expiring each year by building and submarket	Generate reports in support of your marketing efforts and display professional submarket expertise
Generate only one (1) stacking plan at a time.	Generate stacking plans for many buildings at one time	Much faster and easier to generate many stacking plans at one time without user involvement
Unlimited ability to customize stacking plan formats and save the plans as "templates"	Stacking plan formats are created with the interactive WinStack32 system and then used and selected in TMVu	The interactive WinStack32 system can be purchased or not with TMVu. A TMVu user can just generate stacking plans with needing to know anything about WinStack.
Generate stacking plans ONLY	Generates stacking plans AND many other building and tenant related reports	More reporting capability to display your important data
Import tenant data into a single building file	Import a wide-range of tenant data into the database	Easier to import more tenant data



WinStack TMVu Screen Shots

The screenshot shows the 'Building Information' screen in WinStack TMVu. It features a search bar at the top left, a table of building records at the top right, and a detailed form for building data. The form includes fields for PID Number, Building Name, Street Address, City, State, Zip, Total NDA, and Submarket. It also has sections for 'Building Vacancy' and 'WinStack View' with various metrics like Year Built, Average Floor Rate, and Parking Ratio. A 'User Defined Fields' section allows for up to 9 custom fields. On the right, there is an 'Upload Building Photo' section and a table for 'Autoload Floorz' with columns for Floor # and SF.

All building data can be easily imported and then updated as necessary

Store up to 9 building user defined fields

You have the option to input floor square footages to shape the stacking plan

The Building / Property screen maintains information about the building, submarket, owners, leasing company and more that can all be used for query purposes and reports.

The screenshot shows the 'Tenant Contact' and 'Tenant Suite' screens. The 'Tenant Contact' section includes fields for Company, Contract, Title, Street Address, City, State, Zip, Phone, and Email. The 'Tenant Suite' section includes a table with columns for Floor, Suite ID, Suite SF, LED, Rate Per SF, Suite Comments, and Lease. Below the table are fields for Floor, Suite ID, Lease Area, Rate Per SF, Lease Comments, and Suite Comments. A 'Transaction/Pursuit' section at the bottom allows for entering unlimited transactions and pursuit notes.

Enter up to 9 tenant user defined fields

Input suite, comments, rates and sqft info for tenants with multiple suites

Enter unlimited Transactions and Pursuit Notes

Tenant data can be easily imported into the database and contains basic info, notes, multi-suite information and the ability to indicate what key information has been confirmed such a square footage, decision maker and expiration date.

Spreadsheet Interface For Tenant Info

The spreadsheet interface makes it very easy to maintain and modify existing tenant data. Just arrow up and down and change the data as necessary. Click Save Changes when finished. Click in the View Details column opposite a tenant to display the detailed Tenant Contact screen. You can highlight some or all the tenants in the grid, right-click to copy the data to the Clipboard and paste the data into another spreadsheet. Tenant data can be pasted into this spreadsheet also but the columns of data must be in the same order. Copy tenant data from your spreadsheet or a *WinStack* file to the Clipboard. Click the Clear Grid to Add Additional Tenants button at the bottom of the screen to remove the tenants from the grid. You can also click the Delete Tenants button. Then click in cell B2 and right-click to Paste the tenant data into the grid.

Notice that you can re-sort the order of the tenants in the grid. Re-sorting tenants on the spreadsheet also re-sorts them in the detailed Tenant Contact and original Tenant List.

The screenshot shows the 'Tenant List Excel' interface. At the top, there are tabs for 'Tenant List Excel', 'Tenant Contact', and 'Tenant List (Original)'. Below the tabs, there are instructions: '1. The Tenants that have Tenant Comp Data are highlighted in yellow.', '2. To edit a tenant's detailed information, click on the last column, which is grey.', and '3. You cannot overwrite existing rows with posted data. There are unique records for the existing tenants. If you want to keep the existing tenants and paste in data...'. A 'Sort Excel' button is visible with a dropdown menu for 'Select a New Sort' and radio buttons for 'Asc' and 'Desc'. The main table has columns: View Details, Tenant Name, Suite ID, Floor #, Lease Area, Lease End Date, Rate Per SF, and Lease Comments. The first row is highlighted in yellow. At the bottom, there are buttons: 'Import Tenants to Eleven Hundred Peachtree', 'Clear Grid To Add Additional Tenants', 'Bulk Import Tenants', 'Bulk Import Tenant Comp Data', 'Delete All Tenants', 'Delete Selected Tenant', 'Save Changes', and 'Close'. Callout boxes provide additional instructions: 'Re-sort the tenants to change their order' points to the 'Sort Excel' button; 'Tenants in yellow have Tenant Comp data' points to the yellow row; 'Clear Grid or Delete All Tenants before importing or pasting tenants to the spreadsheet' points to the 'Clear Grid' and 'Delete All Tenants' buttons; 'Click Import Tenants to import tenants one building at a time from an Excel spreadsheet. Click Bulk Import Tenants to load many tenants in one Excel spreadsheet into multiple buildings' points to the 'Import Tenants' and 'Bulk Import Tenants' buttons; and 'Click Save Changes to save any changes that you've made to the tenant data' points to the 'Save Changes' button.

View Details	Tenant Name	Suite ID	Floor #	Lease Area	Lease End Date	Rate Per SF	Lease Comments
	The Oceanaire Seafood Room	100	1	8,660.00	12/31/2014	0.00	
	Vacant	200	2	14,000.00		0.00	
	Grant Thornton LLP	300	3	21,000.00	12/31/2020	0.00	FROR
	Vacant	400	4	21,602.00		0.00	
	Vacant	550	5	13,910.00		0.00	
	The Hon Company	600	6	8,159.00	5/31/2013	0.00	sublease
	World Financial Network	620	6	3,000.00	7/31/2011	0.00	
	JAMS	640	6	3,115.00	11/1/2011	0.00	
	Vacant	650	6	4,406.00		0.00	
	Dunson Dental Design	680	6	2,932.00	5/31/2017	0.00	
	BDO Seidman	700	7	22,269.00	11/30/2016	0.00	
	Schreeder Wheeler & Flint, LLP	800	8	18,963.00	11/30/2017	0.00	
	Vacant	850	8	3,265.00		0.00	
	Jackson Spalding, Inc.	900	9	17,252.00	8/30/2014	0.00	
	DI	1100	11	22,262.00	8/30/2015	0.00	
	13th floor tenant	1300	13	13,000.00	3/31/2015	0.00	
	Daniel Corporation	1400	14	9,648.00	5/1/2012	0.00	
	Vacant	1401	14	1,500.00	8/1/2013	0.00	
	Vacant	1450	14	7,729.00		0.00	

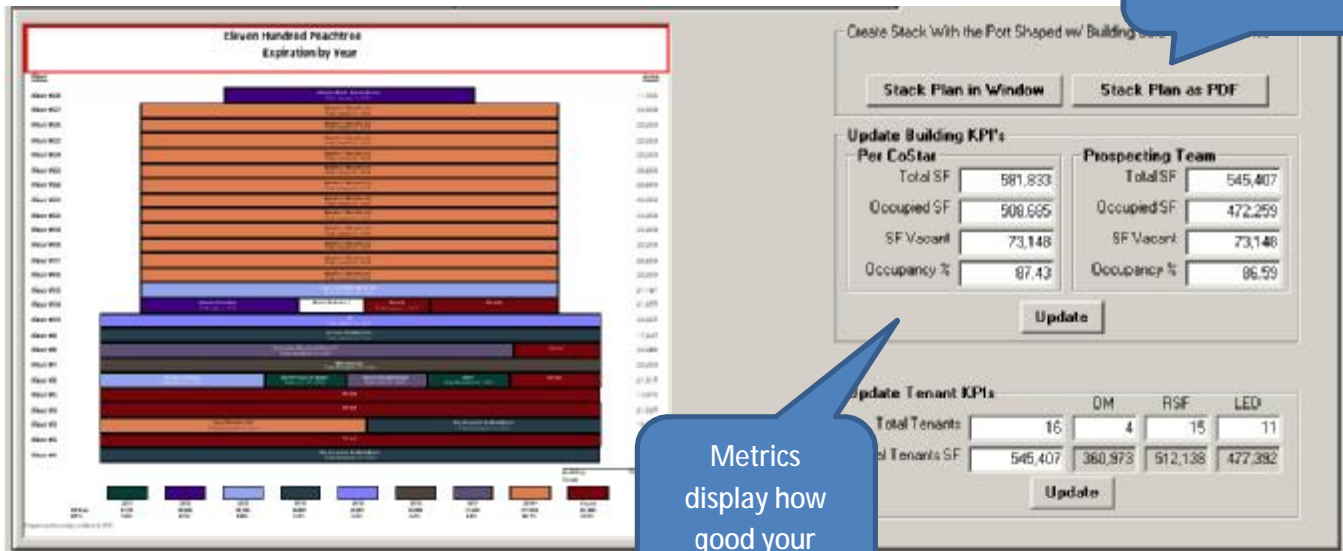
Click Import Tenants to import tenants one building at a time from an Excel spreadsheet. Click Bulk Import Tenants to load many tenants in one Excel spreadsheet into multiple buildings

Click Save Changes to save any changes that you've made to the tenant data



Stacking Plans and Indices to Quantify Accuracy

Display a stacking plan with one-click



Metrics display how good your data is

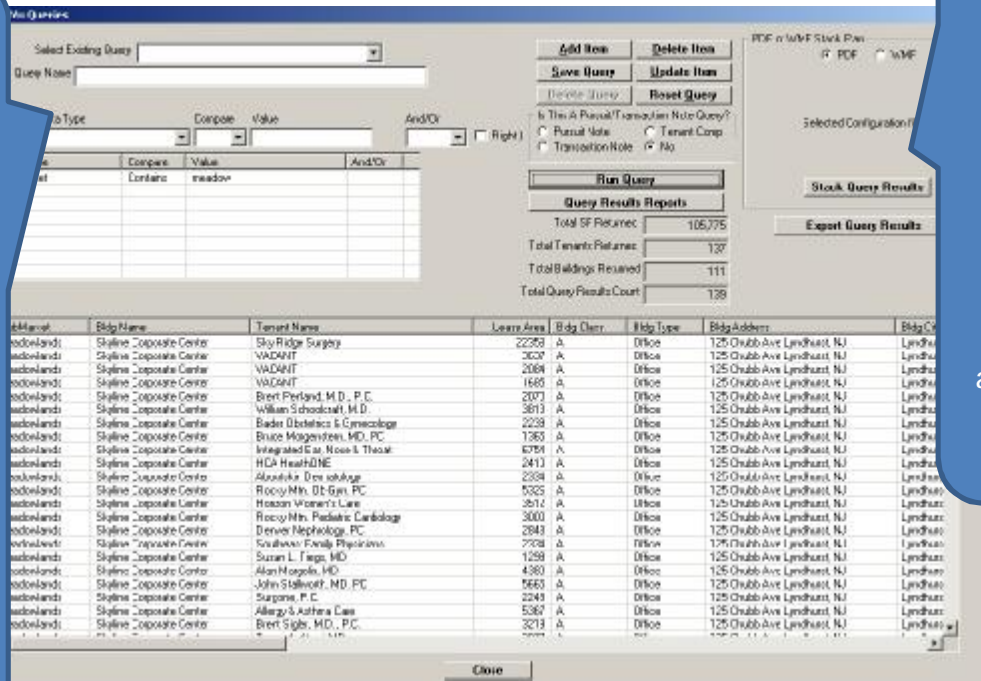
Stacking plans in various formats can be displayed in the left section to show “holes” in the tenant data. Stacking plans, again in various formats, can be generated as a PDF file by clicking the Create PDF button.

The Key Property Indices (KPIs) display what was available in CoStar or other database systems versus what your prospecting team has discovered. If the prospecting team is doing what they are supposed to be doing, they are finding tenants NOT in CoStar. The Tenant KPIs are critical in indicating how accurate and complete your data is. These values are displayed in numerous reports so that you can quantify how accurate your data is for the building, the submarket and your entire database. The KPIs are an ideal way to quantify and demonstrate your knowledge of the market and differentiate yourself from the competition.



Query the Database and Prospect for Gold!

Use pre-defined queries to filter out the buildings and tenants that you want or easily create ad-hoc queries for Notes, Tenant/Lease Comps or tenants in general. Queries can be quite detailed with and/or statements



Generate stacking plans for many buildings all at one time. Also, export whatever building/tenant data you want as a result of the query.

Query the database based using any criteria that you want to display of list of building and tenants that match the selection. You can use ad hoc queries or previously saved queries for ease of use. You can even query for tenants which lease a total of X sf in a building or submarket even if they are in multiple suites and buildings! Now that's a powerful, revenue-generating report!

Now that you've imported and "CONFIRMED" your tenant data, you can slice and dice ACROSS the entire database to mine for data. Above, we created a query to display all the tenants with a Square Footage greater or equal to 5,000SF and an Expiration Date greater or equal to 2015. Reports can be generated for all the buildings or tenants selected. Additionally, stacking plans can be automatically generated for all the buildings at one time. Creating stack plans for a portfolio of properties has never been easier or faster!!

Tenant Summary Report

Tenant Details			Confirmation Status				Prospecting Information		
Tenant Name	Occupied SF	Lease Type	Lease End Date	RSF Confirmed	DM Confirmed	LEO Confirmed	Last Call Date	Prospect Stage	Prospect Leader
Albans, Davis, Mason & Long	11,000	Direct	2012	0	0	0		Meeting Set	
BCO Seaton	22,269	Direct	2016	22,269	0	22,269		Meeting Set	
Daniel Corporation	9,648	Direct	2012	9,648	0	0		Meeting Set	
Dunson Dental Desk	2,907	Direct	2017	2,907	2,907	2,907		Meeting Set	
Global Strategies Investment Management, LLC	3,000	Direct		3,000	0	0		Confirming	

Tenant Confirmation Report - Building Detail By Submarket Midtown

Building Name	Tenant Information		Decision Maker				RSF				LEO			
	Total SF Occupied	Total Tenants	SF Confirmed		# Confirmed		SF Confirmed		# Confirmed		SF Confirmed		# Confirmed	
	SF	%	#	%	SF	%	#	%	SF	%	#	%		
Eleven Hundred Peachtree	508,685	16	365,582	71.87%	3	18.75%	525,407	103.28%	15	93.75%	490,661	96.46%	11	68.75%
Submarket SubTotal	508,685	16	365,582	71.87%	3	18.75%	525,407	103.28%	15	93.75%	490,661	96.46%	11	68.75%

Building Detail Report - a professional looking report displaying building statistics, vacancies and confirmation metrics

Building Detail



Building Overview			Vacant Suites			Building Matrix		
Building Name	Floor Number	Suite Number	Lease Type	Total RBA	Vacant RBA	Occupied RBA	Total RBA	Total %
Eleven Hundred Peachtree	2	300	Direct	12,662	73,146	481,250	554,407	100%
Submarket: Midtown	4	400	Direct	2,507				
Total RBA: \$81,833	5	390	Direct	19,813				
Total RBA Vacant: 73,146	6	550	Direct	4,405				
Leasing Agent	8	390	Direct	3,250				
Leading Company	14	140	Suiteless	500				
Leasing Agent	14	140	Direct	7,223				
Year Built: 1960	15	150	Suiteless	7,273				
Year Renovated: 0								
Building Class: A								
Average Floor Plate: 22,269								
Run Stakes: 20								
Parking: HOV: 5:00								

Tenant Details			Confirmation Status				Prospecting Information		
Tenant Name	Total SF	Lease Type	Lease End Date	RSF Confirmed	DM Confirmed	LEO Confirmed	Last Call Date	Prospect Stage	Prospect Leader
Albans, Davis, Mason & Long	11,000	Direct	2012	0	0	0		Meeting Set	
BCO Seaton	22,269	Direct	2016	22,269	0	22,269		Meeting Set	
Daniel Corporation	9,648	Direct	2012	9,648	0	0		Meeting Set	
Dunson Dental Desk	2,907	Direct	2017	2,907	2,907	2,907		Meeting Set	
Global Strategies Investment Management, LLC	3,000	Direct		3,000	0	0		Confirming	
Grant Thornton LLP	22,244	Direct	2020	22,244	0	22,244		Confirming	
IBI	22,267	Direct	2015	22,267	0	22,267		Meeting Set	
Jackson Spalding, no.	17,237	Direct	2014	17,237	0	17,237		Confirming	
JAMS	3,115	Direct	2011	3,115	0	0		Confirming	
Kilpatrick Stockton LLP	289,497	Direct	2025	289,497	289,497	289,497		Client	
Rockefeller Management & REIT	18,983	Direct	2017	18,983	0	0		Confirming	



Tenant / Lease Comp module to store and display comparative lease data about tenants

Store detailed data about tenants with unlimited comments and rent steps

Display data about tenants in either a summarized or detailed format with a building image.

Tenant Name	Address	Submarket	Lease Type	SF	Lease Term (Months)	LEI	Rental Rate PSF	Rate Type	Escal.	TI/PSF	Free Rent (Months)	CB Richard
The Oceanaire Seafood Room	1100 Peachtree Atlanta, GA 30309	Midtown	Direct	18,860	60	12/31/2017	25.50	Direct - Full Service Gross		27.00	6	CB Richard
Inventory Solutions	1100 Peachtree Atlanta, GA 30309	Dallas CBD	Direct	12,500	60	12/31/2017	25.50	Direct - 2% Full annual Service Increase Gross			3	
Freeman's Fund/McGee Marine	1100 Peachtree Atlanta, GA 30309	Dallas CBD	Direct	125,000	60	9/30/2016	25.75	Direct - 25% Full Service Gross		30.00	4	Great Lessor

Property Information		Additional Information										
	Eleven Hundred Peachtree 1100 Peachtree Dallas, TX 75201 Building Class: A Num Stories: 28 Parking Ratio: 5:100 Total RGA: 501,633 Building Type: Office Year Built/Renovated: 1982 / 1998	Tenant Name: The Oceanaire Seafood Room Space SF: 18,860 Suite: 100,3000a Floor(s): 1, 3 Lease Type: Direct Actual/Effective Rate: 25 / 25.75 Direct - Full Service Gross TI: 30% CAM/CAM: 3.5 / Year Trans/Occ Date: 10/1/2011 / 12/1/2011 Lease Expiration Date: 12/31/2017 Lease Term (Months): 60	Tenant Rep Name: Jane Watts Ceiling Height: Power: Sprinkler: Rail: Yard: Land Size: Tenant Rep: Jane Watts Landlord Rep: Harry Smith Lessor: CB Richard Ellis Lessee: Chesa Partners									
Comments: You can record unlimited notes in this section!		Rent Steps: <table border="1"> <thead> <tr> <th>From Date</th> <th>To Date</th> <th>Rent</th> </tr> </thead> <tbody> <tr> <td>1/1/12</td> <td>12/31/14</td> <td>25.00</td> </tr> <tr> <td>1/1/15</td> <td>12/31/17</td> <td>27.10</td> </tr> </tbody> </table>		From Date	To Date	Rent	1/1/12	12/31/14	25.00	1/1/15	12/31/17	27.10
From Date	To Date	Rent										
1/1/12	12/31/14	25.00										
1/1/15	12/31/17	27.10										



How many square feet expire in different years? Now you can instantly display these values by building and submarkets!

Edit Expiring Years

Enter in the Expiring Years in the textboxes below. The report width only supports a total of 10 columns, not including the SubMarket name. If you only have 4 periods you want to display, e.g. 2012, 2013, 2014 and 2015 on, enter 2012 in Expiring Years 1, 2013 in Expiring Years 2, 2014 in Expiring Years 3 and 2015+ in Expiring Years 4. The program is looking for a + sign as an indicator that you want all years in the future for the year entered. The one additional option that can be displayed is all leases with an unknown expiration date. If you check the check box for this option, the year in the Expiring Years 10 textbox will be ignored, so make sure the Expiring Years 9 has the + sign in it. You are only allowed to enter in numbers or the + sign. The LEDUnknown is automatically added when you click on the checkbox.

Expiring Year 1: 2013
 Expiring Year 2: 2014
 Expiring Year 3: 2015
 Expiring Year 4: 2016
 Expiring Year 5: 2017
 Expiring Year 6: 2018
 Expiring Year 7: 2019
 Expiring Year 8: 2020+
 Expiring Year 9: LEDUnknown
 Expiring Year 10:

LED Unknown

Update **Close**

Enter the expiring years you want on your report

Display expiring square footage by submarket or by each building in the submarket

WinStack Submarket - SF Expiring By Year

Sub Market	2011	2012	2013	2014	2015	2016	2017	2018	2019+		
Dallas CBD	1,608,130	1,300,664	1,246,193	986,357	1,246,174	1,149,014	1,742,676	661,091	3,643,084	6,131,770	
Midtown	6,115	28,427	30,800	34,897	22,267	22,269	21,920	0	311,843	66,869	

Thanksgiving Tower	6,504	72,221	17,564	201,590	98,044	235,926	52,392	918	48,288	618,833
The Adolphus Tower	57,778	0	0	7,123	31,763	0	0	0	2,521	75,302
The Awwit Bldg	15,648	24,464	0	0	1,882	0	1,338	0	0	6,088
The Belo Bldg	1,300	113,000	0	0	0	0	0	0	0	101,600
Transsil Crow Center	78,438	46,764	73,801	35,201	39,489	24,333	25,838	37,782	112,112	273,528
Univision Tower	198,702	0	49,600	0	37,386	14,000	25,588	0	0	140,838
Total For Dallas CBD	1,608,130	1,300,664	1,246,193	986,357	1,246,174	1,149,014	1,742,676	661,091	3,643,084	6,131,770

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WinStack TMVu Pricing

Software	Cost/each	Annual Support
Single User Including <i>WinStack32</i> for Customizing Stacking Plan Formats	\$2,500	\$575
Additional Named Users	\$500	\$85
Single User Not Including <i>WinStack32</i> for Customizing Stacking Plan Formats	\$1,750	\$400
Additional Named Users	\$500	\$85