

# ANNUAL CAM/OE ESCALATIONS LIST OF DOCUMENTATION NEEDED

(Property Name)

(Calendar Year)

**Before any work on the Property's CAM/OE Escalations for the subject Calendar Year can begin**, it is critically important to first obtain a **complete set of "hard" COPIES (for retention reasons)** of the following Property documentation. Note that **NO** work should begin until **ALL** of the information listed below has been obtained. If particular documentation "does not exist", it should be so indicated on this form each year.

**CHECK  
EACH ITEM BELOW  
ONCE IT HAS  
BEEN OBTAINED**

**TENANT LEASE INFORMATION**

For each tenant that leased space in the Property in the subject Calendar Year AND/OR will lease space during the following year, the following needs to be obtained:

**for this CY**    **for next CY**



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|---|--|--|
| <p>1. A full COPY (NOT "wet-ink originals") of each tenant's <b><u>Master Lease</u></b> including the cover page, Table of Contents, and all <b><u>Exhibits, Riders, Addendum</u></b>, etc., attached to the Master Lease .....</p> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> |
| <p>2. COPY of all pages of <b><u>any and all Amendments</u></b> executed subsequent to the Master Lease including any that may have expanded/reduced/extended/etc. any tenant's premises .....</p>                                  | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> |
| <p>3. COPY of all <b><u>"letter agreements"</u></b> (e.g., <b><u>Commencement Date Letters, Notices of Lease Term Dates, Estoppels, etc.</u></b>) .....</p>   | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> |
| <p>4. COPY of all <b><u>"lease abstracts"</u></b> for each such lease .....</p>   | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> |

**PRIOR YEARS' OPERATING COST ESCALATION INFORMATION**

**for CY-2**    **for CY-1**



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|--|--|--|
| <p>1. <b><u>Escalation Notebooks</u></b> for at least the <b><u>TWO (2) prior years</u></b> (other year's might also be helpful) containing those years':</p> <p>a. Year-ending "Income / Expense Statement" (AKA "Budget Comparison Report") .....</p> <p>b. Year-ending General Ledger ("G/L") (i.e., the one that had "notes" written on it during that year's Escalation process) .....</p> <p>c. "Gross Up" calculations .....</p> <p>d. List of expenses from the G/L that were "excluded" from that year's Escalations .....</p> <p>e. Escalation Reconciliation worksheets and tenant billings/correspondence .....</p> <p>f. All other Escalation information for that year .....</p> <p>g. All "tenant audit" paperwork/correspondence for each year for each complaining tenant .....</p> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> |
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**CURRENT YEAR'S PROPERTY FINANCIAL INFORMATION**

**for this CY**    **for next CY**



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|---|--|--|
| <p>1. The Property's <b><u>"Rent Rolls"</u></b> for the following 3 periods (just to ensure that all tenants and all spaces have been accounted for):</p> <p>a. The <b><u>beginning</u></b> of the year (e.g., <b><u>January's</u></b>) .....</p> <p>b. The <b><u>middle</u></b> of the year (e.g., <b><u>June's or July's</u></b>) .....</p> <p>c. The <b><u>end</u></b> of the year (e.g., <b><u>December's</u></b>) .....</p>  | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div> |
| <p>2. The year-ending <b><u>"Income / Expense Statement"</u></b> (AKA "Budget Comparison Report") that shows the lowest level of expense accounts and that ties to the year-ending General Ledger .....</p>   | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   |
| <p>3. The <b><u>full, final</u></b>, year-ending <b><u>General Ledger</u></b> including <b><u>ALL income, expense, and capital accounts</u></b>. This G/L must be the type that specifically reflects the following information:</p> <p>a. The full year's listing of income and expense items (note: General Ledgers printed off for each individual month are <b><u>NOT</u></b> useful or wanted) .....</p> <p>b. Income and expense items listed under their applicable account (which account has its name and number clearly specified), and with each account individually totaled .....</p> <p>c. For each item (e.g., expense), the date of the item, the payee/vendor, the amount (including debits and credits), and, most importantly, the "transaction description" reflecting an explanation of what the expense was for .....</p> <p>d. If multiple "Cost Centers" are used for this Property, the "type" of General Ledger that must be provided is the combined/consolidated version (i.e., not separate General Ledgers) which reflect the income and expenses first "by Income/Expense Category ... then ... "by Cost Center" .....</p> | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   |
| <p>4. Copies of <b><u>each invoice paid</u></b> during the year for the following Expense Categories:</p> <p>a. Nightly Janitorial Cleaning .....</p> <p>b. Security Guard Contract Services .....</p> <p>c. All other invoices paid during the year must be retained and available if/when needed .....</p>  | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   |
| <p>5. A list of the <b><u>actual OE Escalation amounts billed (by month and total for the year) to each tenant</u></b> that <b><u>actually leased</u></b> space in the Property OR <b><u>will occupy space</u></b> in the Property for <b><u>both of the years stated to the right</u></b> .....</p>  | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   | <div style="border: 1px solid black; width: 100%; height: 15px; background-color: #e0ffff;"></div>   |

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(Property Name)

(Calendar Year)

**for this CY**



6. A spreadsheet reflecting the Property's actual occupancy (i.e., "**Occupancy History**") in rentable square feet for each month of the year. This sheetsheet should be similar to the following: .....

Tenant Name	Suite #	RSF Occupied				Comments
		Jan	Feb	Mar	...	
ABC Company	210	10,234	10,234	10,234	...	...
DEF Company	235	0	3,456	3,456	...	Moved in 2/1
GHI Company	250	5,467	5,467	2,200	...	Downsized 3/1
Management Office	300	1,850	1,850	1,850	...	...
Totals		17,551	21,007	17,740	...	...

7. Complete COPY of the most recent **Space Measurement Report** for the Building/Property: .....
8. COPY of the following **vendor contracts** that were in effect during the referenced year (i.e., for repeat Escalations, only **NEW** contracts put in place during the year need to be provided; for new Escalation assignments, **ALL** contracts in place during the year need to be provided):
- a. *Nightly Janitorial Cleaning* contract .....
  - b. *Elevator Maintenance* contract .....
  - c. *Parking/Garage Management* contract .....
  - d. *Trash/Refuse Removal* contract .....
  - e. *Property Management Agreement* contract .....
9. **Property / Real Estate Tax Bill** information including COPIES of:
- a. The actual bills paid .....
  - b. Cancelled checks, or some other form of evidence reflecting actual payment .....
  - c. Back-up documentation justifying the tax assessor's supplemental tax increases (e.g., tenant improvement records, project remodeling/redevelopment records, etc.) .....
  - d. Documentation of any allocations between the Property's buildings .....
  - e. Documentation showing any tax reductions/refunds (e.g., to both the landlord(s) and to the Property's tenants) .....
10. **Property Insurance** documentation reflecting:
- a. Type and amount of each coverage .....
  - b. Copies of all invoices paid during the year showing the premiums for each type of coverage .....
  - c. Allocation Schedule allocating premiums between buildings and/or properties .....
11. **Monthly Management Fee** computations (i.e., **NOT** just what the payments were) .....
12. **Equipment leases** including COPIES for:
- a. Office equipment (e.g., computers, copiers, printers, fax machines, postage machines) .....
  - b. Office furniture .....
  - c. Plant containers .....
  - d. Equipment maintenance (e.g., steam cleaners, lifts, sweepers, etc.) .....
  - e. Etc. ....
13. Documentation for any **capital expenditures** that qualify as expenditures that (a) **created operating expense savings**, or (b) were **required by law**. For each such item, provide copies of:
- a. The contract or purchase order and supporting/approval documentation .....
  - b. Any analysis developed to justify the expenditure and to estimate the "projected savings" **before** the expenditure occurred .....
  - c. Any analysis developed **after** the expenditure occurred to validate the "savings" .....
  - d. The amortization schedule and computations of the expenditure .....

**OTHER**

The following are also needed:

- 1. A copy of the final "Escrow Closing Statement" if this Property was acquired during the subject year .....
- 2. An ample supply of the Property's **letterhead** (for the cover letter for the Reconciliation Statements) .....
- 3. Name and Title of the person signing the letters to tenants: .....