



 **STRATAFOLIO**[®]
Adding a Lease Companion Guide

Table of Contents

Overview	1
What is a Lease	1
How Leases, Units, and OpEx/CAM Work Together	2
When to Add a Lease in STRATAFOLIO	3
Key Concepts	4
Process	5
Checklist	10
Best Practices	11

Overview

What Is a Lease in STRATAFOLIO?

A lease in STRATAFOLIO represents the contractual terms between a tenant and the property owner or manager. Adding a lease correctly ensures accurate billing, reporting, tenant communications, and integration with QuickBooks.

A lease record in STRATAFOLIO includes the key components needed to manage a commercial real estate agreement end-to-end, such as:

- Lease dates
- Rent schedules
- Operating Expense (OpEx) and CAM responsibilities
- Assigned units
- Tenant contacts and portal access
- Deposits and payment preferences
- Renewal or extension terms

Because lease data drives billing, OpEx/CAM calculations, reporting, and reconciliation, it's essential to enter leases accurately and consistently.

Overview

How Leases, Units, and OpEx/CAM Work Together

Before you add a lease, it helps to understand how STRATAFOLIO structures property and tenant data:

Units

- A unit is the physical rentable space.
- Leases cannot exist without assigning at least one unit to the lease.
- Units contain square footage and address information, which STRATAFOLIO uses for pro-rata share calculations.

Leases

- A lease links the tenant to the unit(s) with defined terms such as rent amounts, escalation rules, and dates.
- A lease may include multiple units, and one unit may have multiple leases over its lifecycle.

OpEx/CAM (Operating Expenses & Common Area Maintenance)

- OpEx and CAM obligations live inside the lease and determine how tenant reimbursements are calculated.
- CAM is a subset of operating expenses.
- Not all OpEx is CAM, but all CAM exists within OpEx.

Understanding this relationship helps prevent common setup errors, such as missing units, incorrect pro-rata share, or incomplete OpEx/CAM configuration.

When to Add a Lease in STRATAFOLIO

You should add a lease when:

- A new tenant signs a lease
- An existing tenant renews with new terms
- A tenant expands into an additional unit
- A unit needs to be assigned to an existing lease
- A lease needs to be recreated for data cleanup or QuickBooks syncing

Adding the lease early ensures rent starts billing on time and OpEx/CAM periods can be cloned or reconciled correctly in the future.

Key Concepts to Know Before You Start

STRATAFOLIO uses lease data to automate several downstream processes. Before creating a lease, ensure that:

- Units are already set up under Properties
- Tenants and contacts have been added (or are ready to be added during lease creation)
- Rent schedules or rate structures are known
- OpEx/CAM setup has been reviewed in preparation for future billing and reconciliation
- QuickBooks sync is active so invoices can post correctly

This foundation will ensure your lease is complete and accurate from the start.

Process

1 Navigate to the Units Index View

From the left-side navigation menu:

- Select Properties
- Click Units

This opens the Units index view, where all units across your organizations and buildings are displayed.

Important: Before adding a lease, confirm that the Unit has already been set up with accurate building, square footage, and classification details. These values flow into lease-level calculations, reporting, and CAM/OpEx billing.

The screenshot shows the 'All Units' view in the Stratafolio application. The left navigation menu has 'Units' selected. The main area displays a table of units with the following columns: Organization, Entity Name, Entity Legal Name, Asset, Asset Status, Buildings Address, Unit #, Unit Type, Unit RSF, Building's RSF, and Building RSF As Stated in Lease. The table shows 10 units, including multifamily and industrial units.

Organization	Entity Name	Entity Legal Name	Asset	Asset Status	Buildings Address	Unit #	Unit Type	Unit RSF	Building's RSF	Building RSF As Stated in Lease
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	Raccoon Road	Active	700 Raccoon Road, Cedar Rapids, IA 52401	101	Multifamily	1,100	5,330	
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	Raccoon Road	Active	700 Raccoon Road, Cedar Rapids, IA 52401	102	Multifamily	1,100	5,330	
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	Raccoon Road	Active	700 Raccoon Road, Cedar Rapids, IA 52401	201	Multifamily	2,000	5,330	
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	Raccoon Road	Active	700 Raccoon Road, Cedar Rapids, IA 52401	202	Multifamily	1,100	5,330	
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	Raccoon Road	Active	700 Raccoon Road, Cedar Rapids, IA 52401	Slip 1	Parking	30	5,330	
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	Lionfish Lane	Active	4500 Lionfish Lane, Iowa City, IA 52240	101	Industrial	31,000	82,750	81,000
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	Lionfish Lane	Active	4500 Lionfish Lane, Iowa City, IA 52240	102	Industrial	25,000	82,750	
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	Lionfish Lane	Active	4500 Lionfish Lane, Iowa City, IA 52240	103	Industrial	26,750	82,750	
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	Lionfish Lane	Active	4500 Lionfish Lane, Iowa City, IA 52240	T001	Office		82,750	

Showing 1 to 24 of 24 entries

Process

2 Select the Unit and Start the Lease Creation Process

Use the dropdown filters at the top of the Units view to quickly narrow your list and locate the correct unit.

You can filter by Organization, Entity, Asset, Building Address, Unit Status, Unit Type, or Tenant, making it much easier to work with large portfolios.

Once you locate the unit you want to assign the lease to:

1. Click the ellipsis (...) beside the unit record you are adding the lease to.
2. Select Add Lease from the pop-up options.

This action opens the Add Lease form with the unit already linked.

Starting from the unit ensures the lease is always attached to the correct physical space, preventing setup errors later in billing, reporting, or CAM/OpEx configuration.

The screenshot displays the 'All Units' view in the STRATAFOLIO system. At the top, there are several filter dropdown menus: ORGANIZATIONS, ENTITY NAMES, ASSETS, BUILDINGS ADDRESS, UNITS, and TENANTS. Below these is a search bar and buttons for 'Excel' and 'Report Settings'. The main area contains a table of units with columns for Organization, Entity, Asset, Building Address, Unit Status, Unit Type, Unit RSF, Building's RSF, and Building RSF As Stated in Lease. A red box highlights the filter area at the top. Another red box highlights the 'Add Lease' button in the unit action menu. A red arrow points from the text 'You can filter by Organization...' to the 'Organizations' filter dropdown. Another red arrow points from the text 'Click the ellipsis (...)' to the ellipsis button in the unit action menu.

Organization	Entity	Asset	Building Address	Unit Status	Unit Type	Unit RSF	Building's RSF	Building RSF As Stated in Lease
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	700 Raccoon Road, Cedar Rapids, IA 52401	Active	Multifamily	1,100	5,330	
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	700 Raccoon Road, Cedar Rapids, IA 52401	Active	Multifamily	1,100	5,330	
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	700 Raccoon Road, Cedar Rapids, IA 52401	Active	Multifamily	2,000	5,330	
STRATAFOLIO Demo Company	Raccoon	Raccoon Road, LLC	700 Raccoon Road, Cedar Rapids, IA 52401	Active	Multifamily	1,100	5,330	
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	4500 Lionfish Lane, Iowa City, IA 52240	Active	Industrial	31,000	82,750	81,000
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	4500 Lionfish Lane, Iowa City, IA 52240	Active	Industrial	25,000	82,750	
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	4500 Lionfish Lane, Iowa City, IA 52240	Active	Industrial	26,750	82,750	
STRATAFOLIO Demo Company	Lionfish	Lionfish Properties, LLC	4500 Lionfish Lane, Iowa City, IA 52240	Active	Office	82,750		

Process

3 Complete the Add Lease Form

The Add Lease form is organized into logical sections that guide you through entering all essential lease details. Below is an overview to help you understand what each section controls and how it impacts billing, alerts, reporting, and reconciliation.

Lease Details & Structure

Here you will:

- Confirm or add the Unit(s) included in the lease
- Select or add the Tenant
- Choose the Lease Type (e.g., NNN, Gross)
- Set the Lease Status (e.g., Occupied, Upcoming)
- Enter Lease Start Date and Lease End Date


Invoicing Setup

STRATAFOLIO uses this information to create tenant invoices in your accounting software.

You will:

- Choose the Accounting Customer
- Select the Accounting Classification (if applicable)
- Pick an Invoice Template (if applicable)
- Enter Base Rent, Base Rate, and confirm the Lease Amount

To ensure base rent invoices generate correctly, select the appropriate Income Item.



Let's Add A Lease To Unit 101

A lease is a legal contract with terms where one party agrees to rent space from another party. The lease outlines the payment terms and the time period.

Tell us about your Lease.

* Indicates a required field.

Confirm your lease details by specifying the unit, selecting the tenant, and choosing the lease type and status. The unit should match the leased space; you can include multiple units if a single lease covers several. Pick a tenant from the list or add a new one as needed. Select the lease type and set the status to reflect the lease's current state. These choices affect invoicing, rates, alerts, and reporting.

SELECT THE UNIT(S) FOR THIS LEASE *

✉ 101 ✕

SELECT THE TENANT(S) FOR THIS LEASE *

↓ Select Some Options

+ Add A Tenant

LEASE TYPE *

i▼

LEASE STATUS *

i

Occupied

▼

Lease Duration

Enter the lease start and end dates exactly as stated in the lease agreement, including any amendments. Make sure the start date reflects the true commencement date. If a lease is extended or renewed, update the end date so the rent roll stays accurate.

LEASE START DATE *

📅

mm/dd/yyyy

LEASE END DATE *

📅

mm/dd/yyyy

Invoicing

STRATAFOLIO can create Tenant Invoices in your Accounting Software for the selected **Accounting Customer**, if applicable.

To classify all **Income Items** for this Lease, select the correct **Accounting Classification**.

ACCOUNTING CUSTOMER

i▼

ACCOUNTING CLASSIFICATION

i▼

Process

3 Complete the Add a Lease Form

Lease Expiration Alerts & Renewals

You can enable automated alert emails that notify you a set number of days before a lease expires. This helps your team stay proactive on renewals.

You may also document:

- Renewal options
- Renewal status
- Any renewal-related notes

Restrictions / Exclusive Use

Record any exclusive use rights or restrictions outlined in the lease to maintain compliance visibility across tenants.

Lease Closing Fields

If you are setting up an existing lease that has already moved out, STRATAFOLIO provides fields to record:

- Security deposit
- Deposit withheld or refunded
- Move-out date
- Closing notes

Rentable Square Footage Override

If the lease states a different RSF than the building's recorded RSF, you can override it here. This ensures the tenant's pro-rata share in CAM reconciliation calculations reflects the lease terms accurately.

Lease Expiration Alerts
Set up email alerts to remind you before a lease expires. Enable the alert and enter the number of days before expiration when you'd like to be notified. This helps you stay proactive about renewals.

ENABLE LEASE EXPIRATION ALERT: Yes
LEASE EXPIRATION ALERT (DAYS PRIOR): [input field]

Lease Renewal
Document any renewal options or communication status for the lease. Indicate whether renewal options exist, and add notes about terms or amendment details. Keeping this section updated ensures renewal decisions are tracked clearly.

LEASE RENEWAL OPTIONS: [input field]
LEASE RENEWAL STATUS: [input field]
LEASE RENEWAL NOTES: [input field]

Lease Restrictions
Use this section to record any exclusive use rights or restrictions stated in the lease. Select "Yes" if restrictions apply and document the details so they're easy to locate later. This helps prevent conflicts across tenants and maintains lease compliance visibility.

RESTRICTIONS/EXCLUSIVE USE: Yes
RESTRICTIONS/EXCLUSIVE USE NOTES: [input field]

Closing Out Your Lease
When a tenant vacates, use this section to finalize the lease. Enter the move-out date, record any portion of the deposit withheld or refunded, and add closing notes. These entries ensure your records stay complete and the lease status updates accurately to "Expired".

SECURITY DEPOSIT: [input field] DEPOSIT WITHHELD: [input field]
REFUNDED DEPOSIT: [input field] TENANT MOVE-OUT DATE: mm/dd/yyyy
LEASE CLOSING NOTES: [input field]

Note: The Building RSF as Stated in Lease override on this form affects only this one lease's pro-rata share calculation.

However, if you change the actual unit or building RSF in the Properties section, it will affect the pro-rata share for all tenants in that building.

Rentable Square Footage Override

If your lease states a different Rentable Square Footage (RSF) than the actual RSF of your building (Bldg), you can override the actual RSF here. This will allow you to obtain the correct pro-rata share on your CAM Reconciliation report.

BUILDING RSF AS STATED IN LEASE ⓘ

[input field]

Process

4 Save the Lease

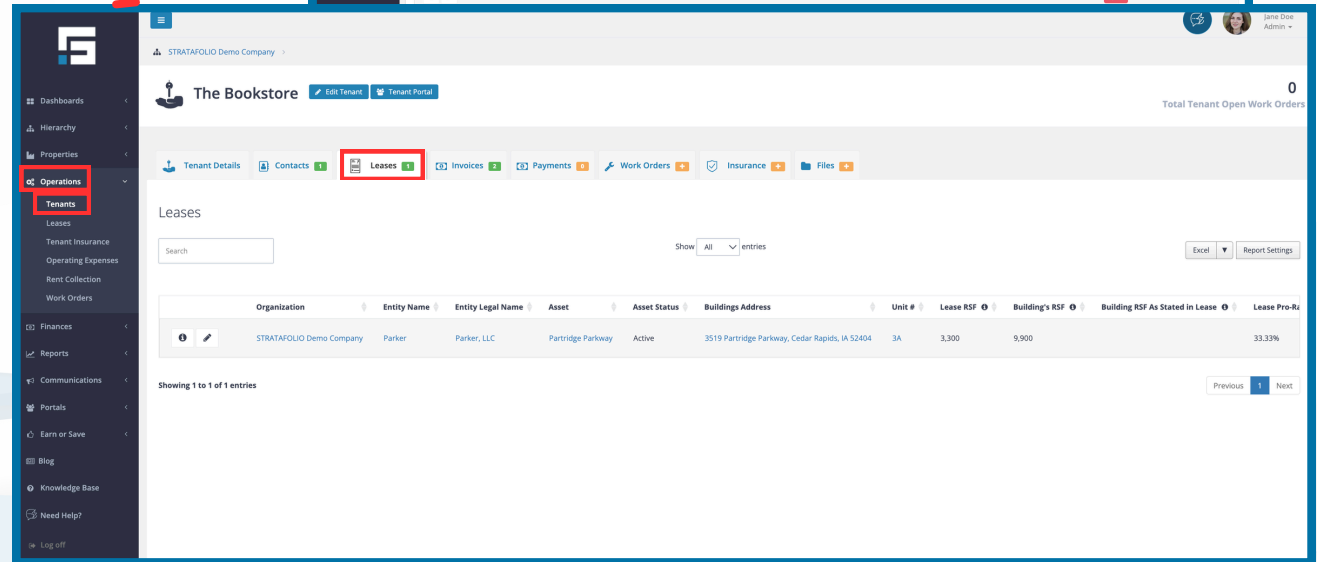
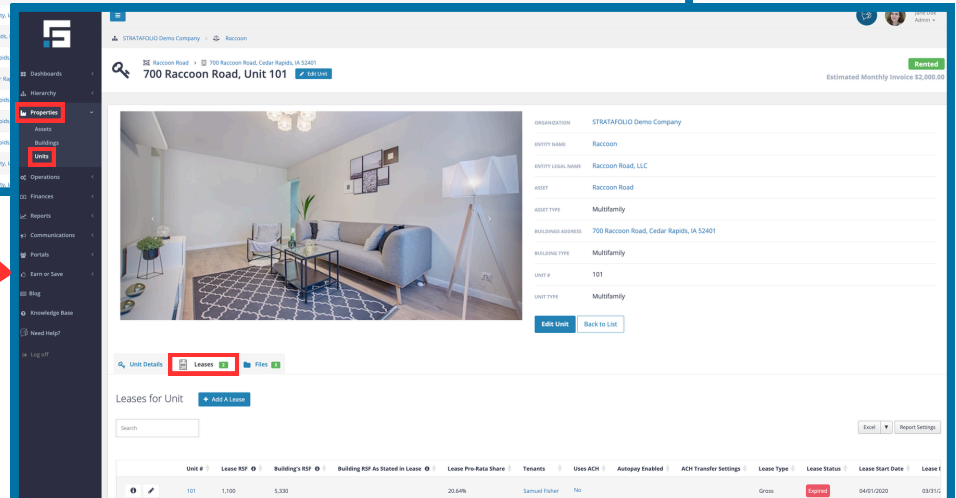
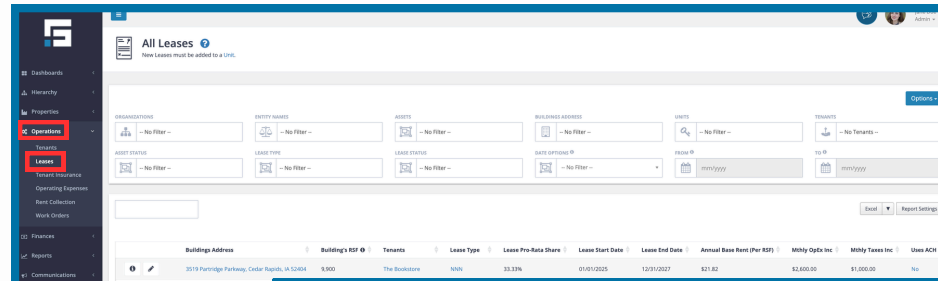
Click Save at the bottom of the form.

The lease will now appear in:

- The Lease Index View under Operations → Leases
- The Unit's Lease List
- The Tenant's Profile

Once saved, the lease is ready for:

- Setting up Lease Rates
- Adding OpEx/CAM periods
- Automating Invoicing
- Tracking Tenant Payments



Checklist

Use this quick-reference checklist to ensure every required step is completed and the lease is set up accurately.

- Make sure your tenant and accounting details match [Read more >](#)
- Choose the correct lease type [Read more >](#)
- Make sure the lease is marked as Active [Read more >](#)
- Enter the correct lease start and end dates [Read more >](#)
- Enter the correct base rent and rate [Read more >](#)
- Add lease rate notes for the first rent period [Read more >](#)
- Add NSF fees in the Late Charges section [Read more >](#)
- Enter the rent due date [Read more >](#)
- Enter the grace period (if listed) [Read more >](#)
- Select the correct renewal option [Read more >](#)
- Add lease renewal notes [Read more >](#)
- Enter the security deposit information [Read more >](#)
- Save your new lease
- Upload the original lease and related documents [Read more >](#)

Best Practices

- **Start at the Unit to Avoid Billing Errors**
 - Always add a lease from the Unit record, not from other areas. This ensures the lease is automatically tied to the correct physical space and avoids downstream issues with billing, CAM/OpEx, or reporting.
- **Use Filters to Quickly Find Records**
 - Large portfolios can include hundreds of units. Use the dropdown filters to narrow the view by Organization, Entity, Asset, Unit Type, or Status before selecting the unit. This reduces errors and speeds up navigation.
- **Add the Tenant Contact Information Early**
 - Ensure tenant contacts are set up before or during lease creation. Accurate contacts help with:
 - Rent notifications
 - ACH or autopay setup
 - Document sharing through the Tenant Portal
 - COI reminders (if applicable)

Best Practices (*continued*)

- **Double-Check Lease Dates and Billing Periods**
 - The lease start/end dates drive:
 - Base rent schedules
 - OpEx/CAM periods
 - Recurring invoice creation
 - Incorrect dates can create missed invoices or prorated amounts that do not match expectations.
- **Ensure OpEx/CAM Setup Matches the Lease Agreement**
 - If the lease includes CAM/OpEx recoveries, verify:
 - Categories and subcategories are correct
 - Prorata share reflects the correct square footage
 - Periods do not extend past the lease end date
 - Billing method matches the contract (fixed, variable, hybrid, etc.)
- **Upload All Supporting Documents**
 - Keep the lease file, amendments, rent schedules, and relevant documents in the Files tab. This creates a clean audit trail and simplifies communication within your team.