STRATAFOLIO®

Lease Amendment Companion

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Overview

A lease amendment is a formal change to an existing lease that modifies specific terms such as extending the lease term, updating rent amounts, or adjusting operating expenses without having to create a new lease record.

STRATAFOLIO lets you enter these changes directly into the existing lease so you preserve historical data, avoid re-entry of information, and keep your rent rolls and reporting accurate.

This companion walks you through exactly how to enter an amendment including extensions, escalations, expense period updates, and file attachments in STRATAFOLIO.

What Is a Lease Amendment

A lease amendment is a documented alteration to the original lease agreement that becomes part of the lease record.

It may involve changes such as:

- Extending the lease end date
- Modifying rent or adding escalations
- Adjusting operational expense periods
- Updating renewal option counts
- Uploading executed amendment documents for reference

In STRATAFOLIO, entering an amendment updates the active lease's details while retaining all previously entered lease history, avoiding redundant data entry and preserving audit trails.

When to Use a Lease Amendment

You should create a lease amendment in STRATAFOLIO when:

- The lease term is extended beyond its original expiration date
- Rent rates change on a scheduled or negotiated basis
- Operating expense periods require updates to match the new term
- Only part of the lease terms change (i.e., you do not need to re-enter everything)

If the terms change completely or a tenant carries over a completely different lease, you may instead create a new lease but for most extensions and partial updates, an amendment is best.

Process

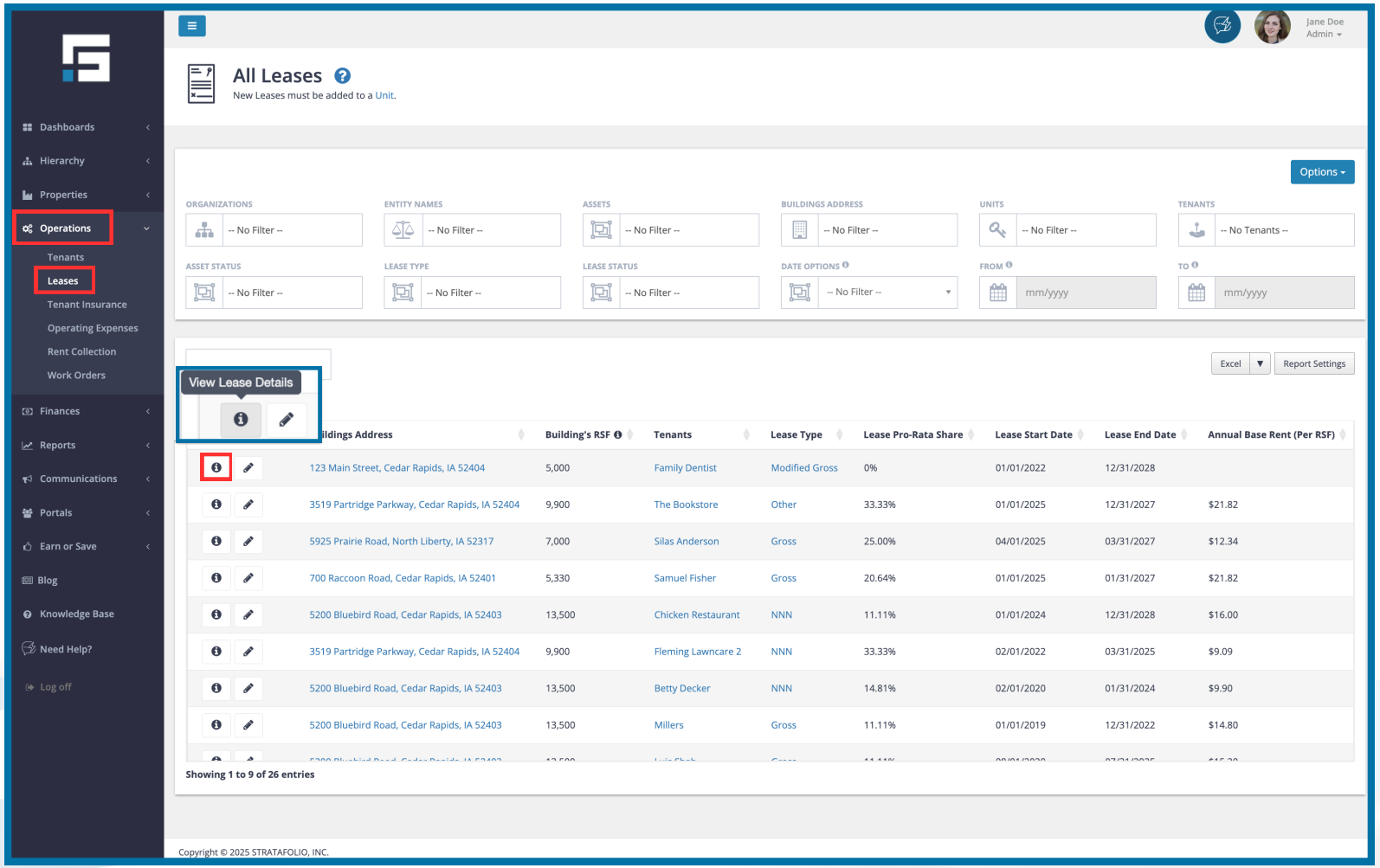
1 Navigate to the Lease

From the left-hand navigation panel, go to:

Operations → Leases

Click the i icon next to the tenant lease you want to amend to open the Lease Abstract.

This is where all lease terms and amendments are managed.



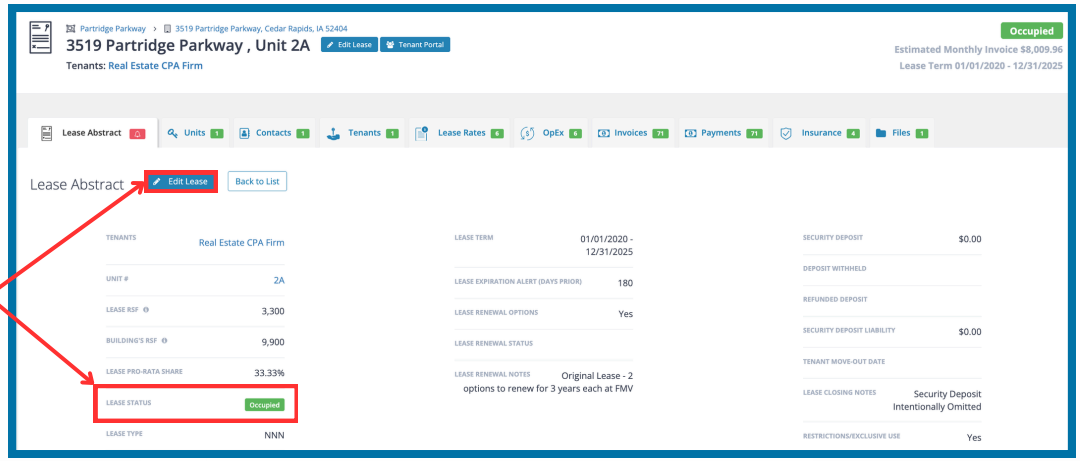
2 Change the Lease Status (If Needed)

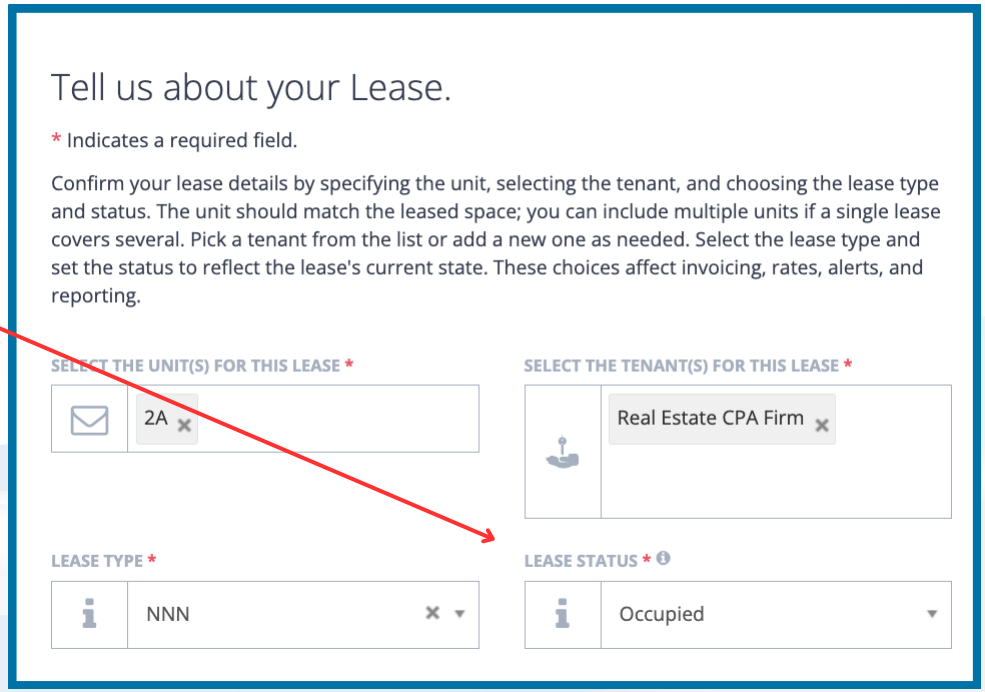
STRATAFOLIO automatically marks a lease as Expired when its end date passes.

If you are extending a lease that is already expired:

1. From the Lease Abstract, click Edit Lease. This will open the Edit Lease form.
2. Change the Lease Status to the appropriate status (for example, Occupied).
3. Click on Save Changes (found at the very bottom).

This ensures the lease is active again before you extend it.





Process

2 Change the Lease Status (If Needed)

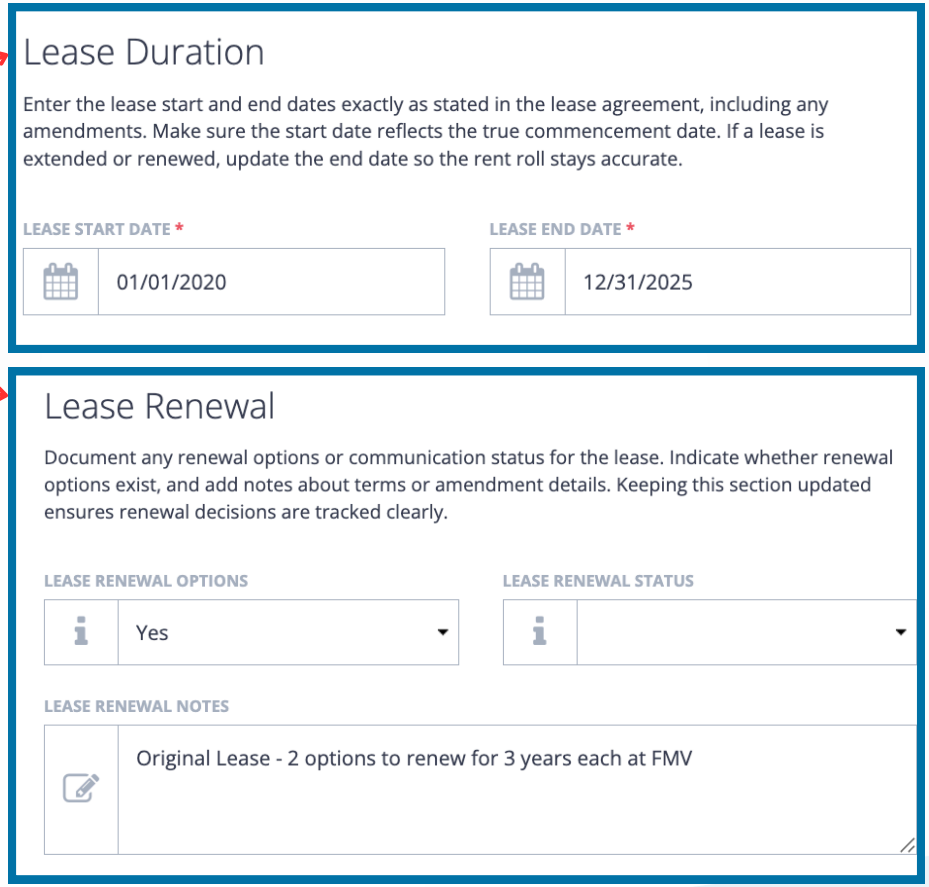
Here is a helpful guide on what the different Lease Statuses mean.

Lease Status	Meaning / When to Use	How STRATAFOLIO Treats It
Future Lease	Lease is signed but has not started yet; typically used when the tenant will occupy in the future (e.g., pending move-in or build-out).	Automatically switches to *Occupied* on the lease start date.
Occupied	Tenant is currently occupying the space and lease terms are active.	Considered *active* and included on the *Rent Roll*.
Month-to-Month	Tenant continues occupancy without a formal end date after original term; used for short-term continuations.	Latest lease rate continues monthly until changed; included on *Rent Roll*.
Year-to-Year	Tenant continues annually without a fixed end date; typically rolled each year.	Latest lease rate continues yearly until changed; included on *Rent Roll*.
Expired	Lease term has ended normally (no breach); tenant may have vacated or stayed but new lease isn't executed yet.	STRATAFOLIO automatically switches to *Expired* the day after the end date; *not included* on *Rent Roll* and will not invoice.
Notice – Available to Rent	Tenant has given notice and may be vacating but the lease has not yet expired; space becomes available.	Still included on *Rent Roll* until expiration; new tenants can take over remaining term.
Breach of Contract	Tenant has breached lease terms (e.g., non-payment, goes out of business).	Rent is *not* added to the *Rent Roll*.
Eviction Started	The legal eviction process has begun to remove the tenant.	Indicates eviction in progress; rent is *not* added to *Rent Roll*.
Evicted	The tenant has completed eviction and has been removed from premises.	Rent is *not* added to *Rent Roll*.

Process

3 Extend the Lease End Date

1. On the Edit Lease form, update the Lease End Date to reflect the new expiration on the amendment.
2. If the tenant has executed renewal options, update the Lease Renewal section to show how many options remain.
3. Click Save to apply the new end date.
4. This step extends the active lease time frame so STRATAFOLIO can accept updated rates and expense periods.

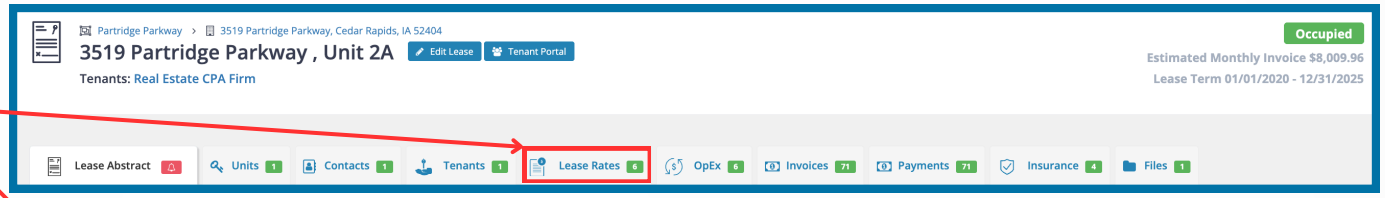


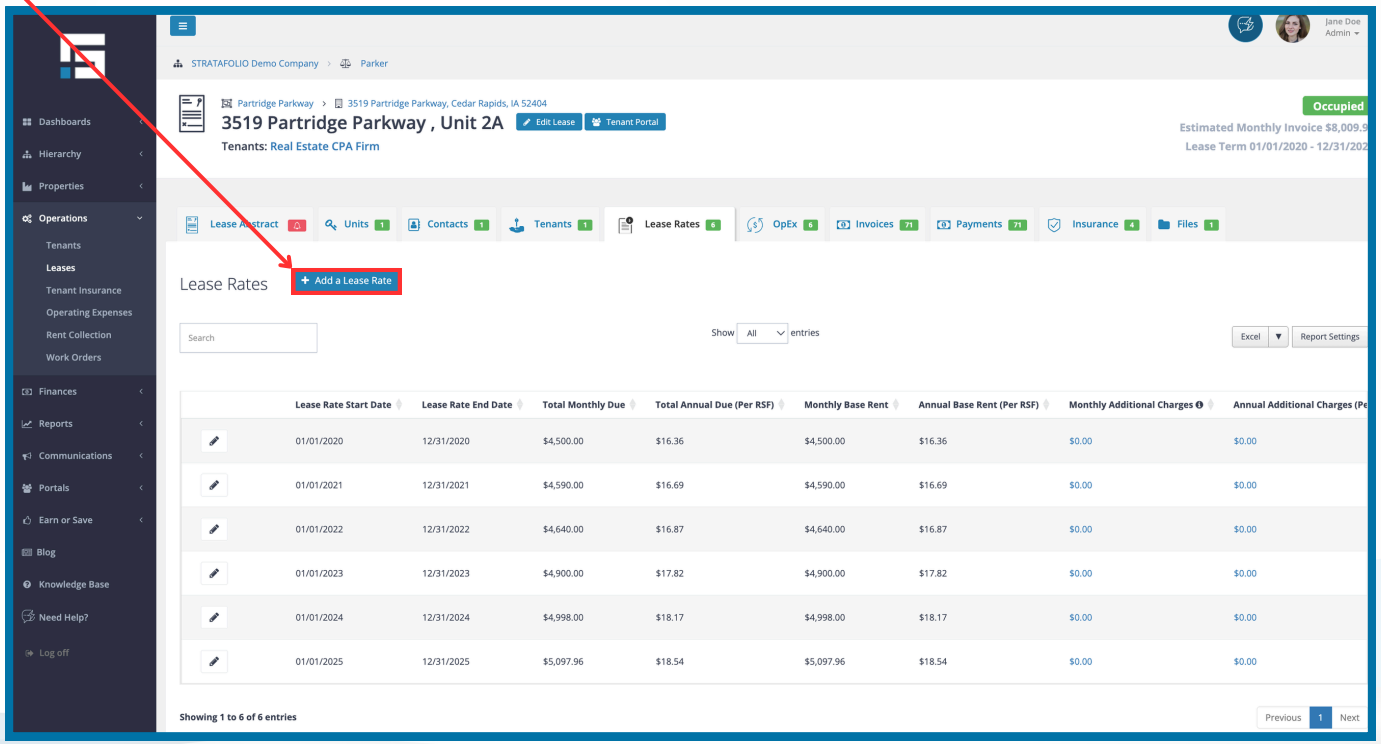
Process

4 Add Lease Rate Escalations

Once the lease term is extended:

1. From the Lease Abstract, go to the Lease Rates tab.
2. Click Add a Lease Rate. This will open the Add Lease Rate form.
3. STRATAFOLIO will suggest dates for the next rate period, adjust them if needed.
4. Enter the new lease rate amount, rate type (per RSF or flat), and check Lease Amount Confirmed if appropriate.
5. In the notes, include any reference to where the rate is documented (such as "Amendment executed on mm/dd/yyyy").
6. Click Save or Add Another Lease Rate After Saving to input multiple escalations.



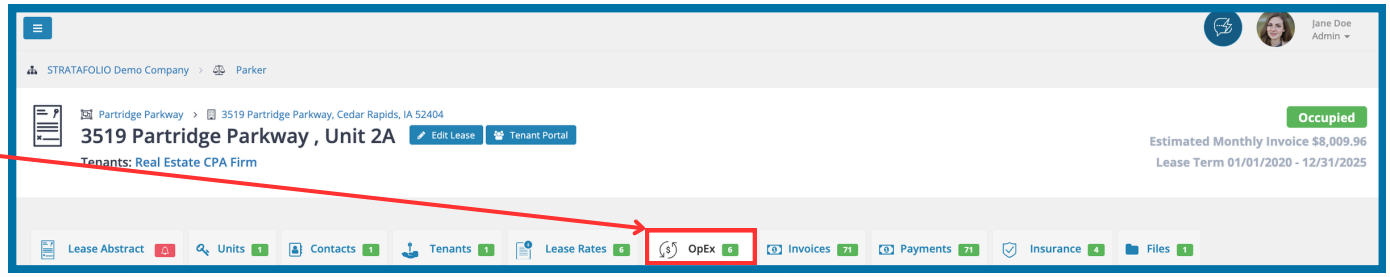


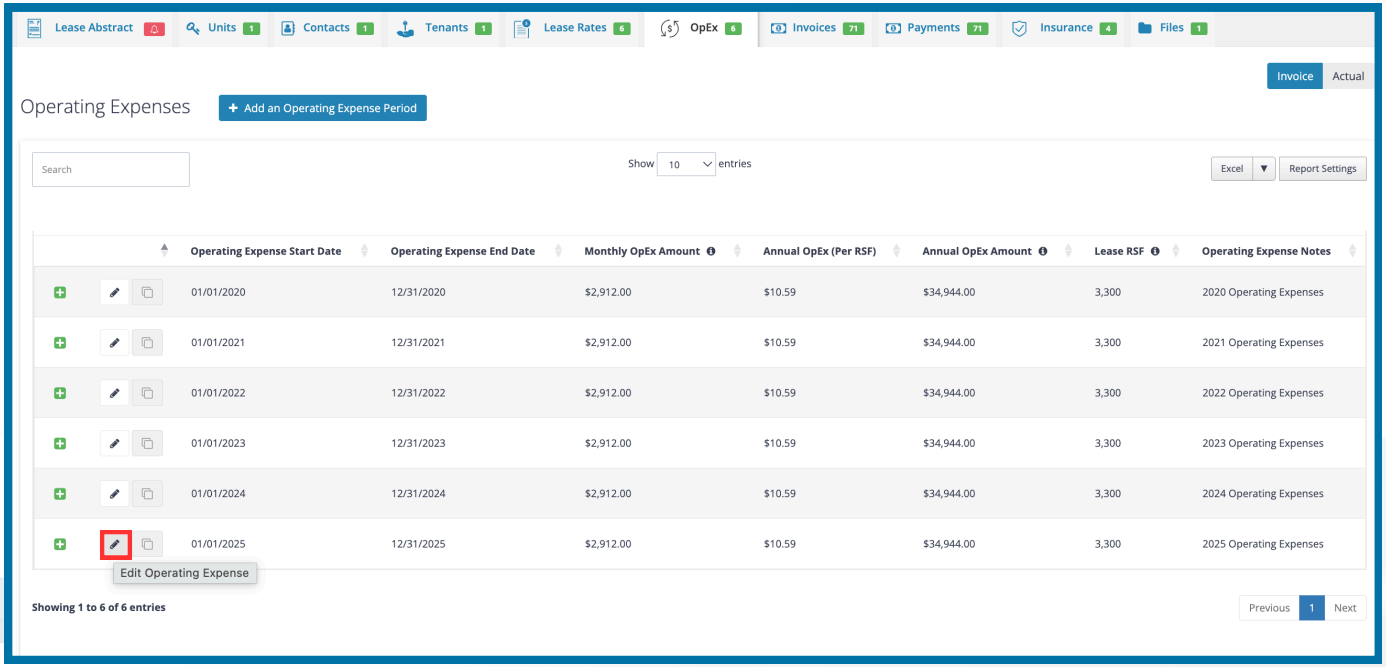
Lease rate start and end dates must fall within the revised lease term.

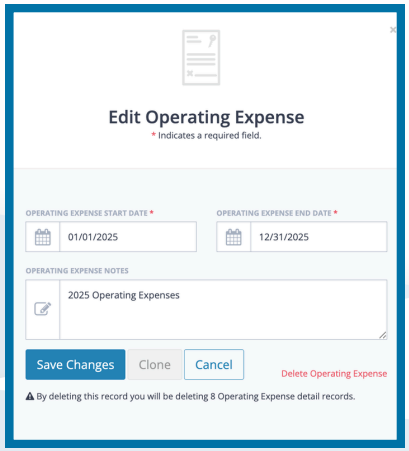
5 Extend Operational Expense Periods (If Needed)

If the amendment affects operational expense (OpEx) periods:

1. Click the OpEx tab.
2. Find the expense year or period you need to extend and click the pencil icon.
3. Update the expense end date to match the extended lease term.
4. Save your changes.







It's common to close out each year and clone the OpEx period to carry forward expense categories for the next period.

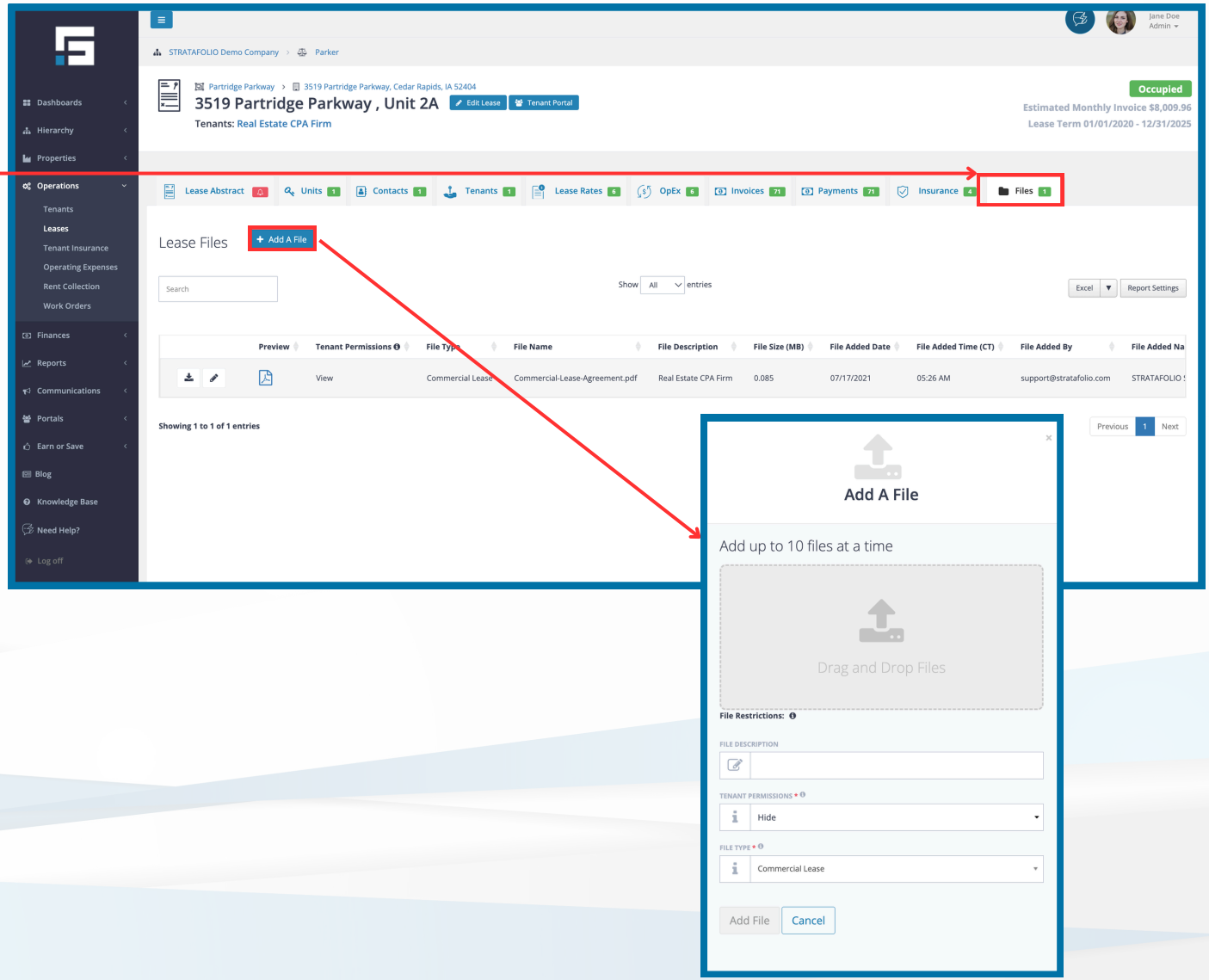
Process

6 Add Amendment Documents to Files

Upload executed amendment documents so the lease record has the source files attached.

1. Click the Files tab.
2. Click on the Add A File button and use the form to upload your file.
3. Choose the file type (such as “Lease Amendment”), add a description, and select whether the tenant can see the file through the Tenant Portal.
4. Click Upload to finish.

Including the actual amendment documents simplifies audits and future review.

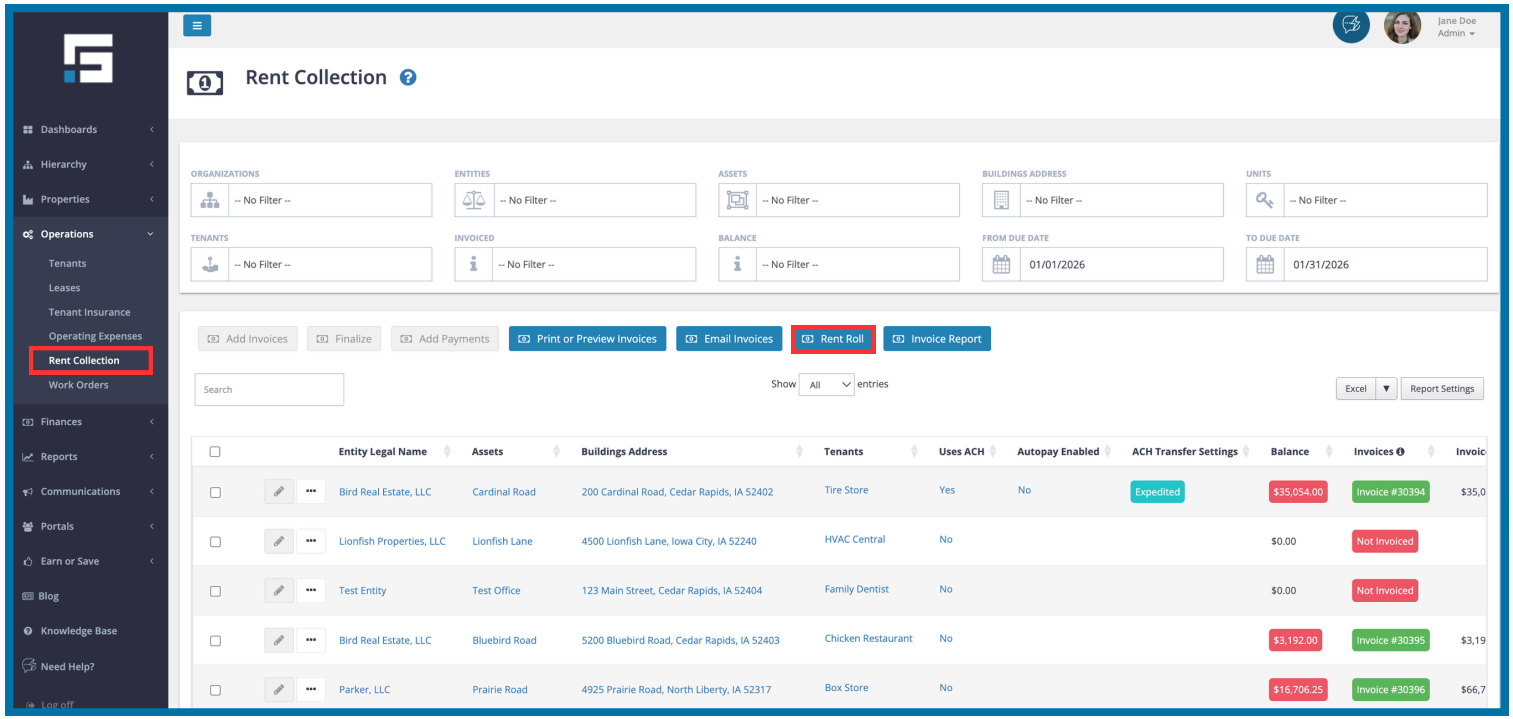


After You Finish

Once the amendment is fully applied:

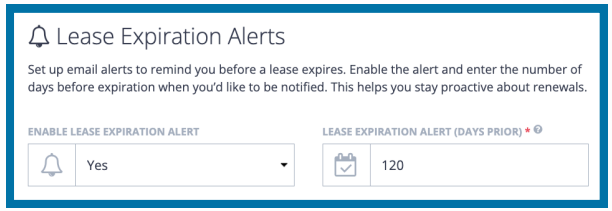
1. Run the Rent Roll or related reports to confirm escalations reflect correctly.
2. Verify that operational expense periods align with the new term.
3. Confirm all uploaded files are present and categorized correctly.
4. Use lease alerts to monitor upcoming expirations or escalations.

This review ensures the amendment was entered accurately and that future invoicing and reporting will be correct.



Run a Rent Roll Report: Operations → Rent Collection → Rent Roll button

A Note on the Lease Expiration Alerts in the Edit Lease Form



Lease Expiration Alerts notify you when a lease is approaching its end date so you can take timely action. These alerts are critical for avoiding unintended vacancies, missed renewal opportunities, or lapses in rent billing. STRATAFOLIO automatically generates Lease Expiration Alerts based on the lease end date and continuously updates them as lease data changes.

A Lease Expiration Alert is a system generated notification tied directly to the Lease End Date in STRATAFOLIO. It indicates that a lease is nearing expiration and requires review or action.

Lease Expiration Alerts help you identify leases that may need:

- Renewal negotiations
- Lease extensions or amendments
- Termination planning
- Transition to month to month or year to year status
- Preparation for vacancy and re leasing

These alerts ensure lease expirations are visible well before they become urgent.

What Happens When a Lease Expires

- STRATAFOLIO automatically changes the lease status to Expired
- The lease is removed from the Rent Roll
- Rent is no longer billed unless the status is changed

Lease Expiration Alerts are designed to prevent this from happening unexpectedly by giving you advance notice.

Lease Expiration Alerts update automatically when you:

- Change the lease end date
- Create a lease amendment or extension
- Change the lease status to Month to Month or Year to Year
- Terminate or expire the lease intentionally

If the expiration no longer applies, the alert is removed automatically by the system.

Checklist

Before You Begin

- ☐ *Confirm the lease amendment has been fully executed and signed*
- ☐ *Review the amendment document and identify exactly what is changing*
- ☐ *Confirm the effective date of the amendment*
- ☐ *Determine whether the lease term is being extended*
- ☐ *Identify any changes to rent, escalations, square footage, or expense responsibility*
- ☐ *Verify whether the lease is currently active or expired in STRATAFOLIO*

After the Amendment

- ☐ *Save all changes and confirm the amendment is fully applied*
- ☐ *Communicate internally that the lease has been amended if needed*
- ☐ *Set or review lease alerts for future expirations or escalations*
- ☐ *Retain the amendment document for audit and reference purposes*
- ☐ *Periodically review the lease to ensure ongoing accuracy*

Best Practices

- **Always Extend, Don’t Recreate**
  - When possible, amend the existing lease rather than creating a brand-new lease. This preserves data like security deposits, original terms, and historical rate records.
- **Be Exact With Dates**
  - Ensure the lease end date and rate periods exactly match the executed amendment. Small date errors can lead to rent miscalculations or reporting gaps.
- **Document Everything**
  - Attach all amendment files to the lease and use notes on lease rate entries so others know where each rate is sourced from.
- **Use OpEx Cloning Wisely**
  - When extending expense periods, consider cloning prior periods to maintain consistent categories instead of rebuilding them from scratch.