



RPIE COMMERCIAL TENANT RENT ROLL SPREADSHEET SPECIFICATIONS

DATA FORMATS

The following are specifications of the format in which commercial rent roll data must be entered into the spreadsheet template.

Header:

BBL: Borough Block and Lot number may be entered either as 10 continuous numeric digits or in the formats N-NNNNN-NNNN or N/NNNNN/NNNN. The first digit represents the Borough and must be between 1 and 5.

Number of Commercial Tenants: The number of tenants must be reported as a numeric value of at least 50, and should not be longer than 5 digits (not including a comma).

E-mail Address: This is limited to 50 characters. Must contain an “@”.

Retype E-mail: Must be identical to the E-mail Address field. Please do not simply copy and paste in this field as it is vital that the E-mail address is reported correctly.

RPIE Password: This is limited to 12 characters. This must be the same password you used to start the RPIE filing online.

Retype Password: Must be identical to the RPIE Password field. Please do not simply copy and paste in this field as it is vital that the password is reported correctly.

Name: Limited to 23 characters

Phone Number: Can be entered as either 10 numeric digits or in the format NNN-NNN-NNNN.

COMMERCIAL RENT ROLL DATA

Column A: Tenant Name- This field is required. An error will be reported if this field is left blank in any row that contains other data. This field is limited to 22 characters: entries longer than this will be truncated upon output. Long tenant names will not trigger an error, but will result in a warning. **Note: The DOF does not require users to abbreviate tenant names in order to comply with the character limit.**

Column B: EIN- If the tenant is a Corporation or a Partnership, its employer identification number (EIN) should be given in this field. Users may enter the EIN either as nine continuous digits or in the format “NN-NNNNNNN”. This field will report an error if it contains numbers longer than 9 digits or shorter than 7 digits, or any character value other than a single hyphen. If an EIN is given, users may not enter a SSN in the same row.

Column C: SSN- If the tenant is an Individual or a Proprietorship, its social security number should be given in this field. Users may enter the SSN as nine continuous digits or in the format “NNN-NN-NNNN”. This field will report an error if it contains numbers longer than 9 digits or shorter than 7 digits, or any character value other than two hyphens. If an SSN is given, users may not enter an EIN in the same row.



RPIE COMMERCIAL TENANT RENT ROLL SPREADSHEET SPECIFICATIONS

Column D: Floor # or Range- This field must contain either a single floor number or a range of two floor numbers connected by a hyphen. In addition, the following character codes are accepted in place of one or both floor numbers: “M”, “PH”, “L”, “P”, “G”, “B”, “S” and “R”.

- M-Mezzanine
- PH-Penthouse
- L-Lobby
- P-Parking, Garage
- G-Ground Floor
- B-Basement
- S-Subbasement
- R-Roof

For your convenience, the macro converts above text values into the proper character codes.

Column E: Rentable Square Feet- This field is required, and an error will be reported if other fields in a row contain data while square footage is left blank. Square footage must be reported as a numeric value from 0-99,999. Entries outside of this range or any character values will result in error messages. Decimal values will be rounded to integers. IF A TENANT OCCUPIES A LEASE OF LARGER THAN 99,999 SQUARE FEET, PLEASE SPLIT THE LEASE INTO TWO PORTIONS AND USE TWO ROWS TO ENTER THE INFORMATION.

Column F: Primary Use- This field is required, and an error will be reported if other fields in a row contain data while primary use is left blank. The primary use field may only contain a single character from the following list: “O”, “R”, “L”, “F”, “W”, “S”, “G”, “V”, and “T”.

- O-Office
- R-Retail
- L-Loft
- F-Factory
- W-Warehouse
- S-Storage
- G-Garage, Parking
- V-Vacant
- T- All other

For your convenience, the macro converts above text values into the proper character codes.

Column G: Lease Start Date- Must be entered as an Excel date value. This value must be earlier than 12/31/2011. If both this field and Column L (next step-up date) contain data, the lease start date must precede the step-up date.

Column H: Lease Term- This field is required, unless the tenant name is given as “Owner”, “Owner Occupied”, or “Vacant”. Lease term must be reported as a numeric value from 0-120. Entries outside of this range or character values will result in error messages. Decimal values will be rounded to integers.



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Column I: Current Rent- This field is required, unless the tenant name is given as “Owner”, “Owner Occupied”, or “Vacant”. Current rent must be reported as a numeric value from 0-9,999,999. Entries outside of this range or character values will result in error messages. Decimal values will be rounded to integers. A leading dollar sign will not result in an error.

Column J: Electricity- Electricity cost must be reported as a numeric value from 0-9,999,999. Entries outside of this range or character values will result in error messages. Decimal values will be rounded to integers. A leading dollar sign will not result in an error.

Column K: Pass-Through Charges- Pass-through charges must be reported as a numeric value from 0-9,999,999. Entries outside of this range or character values will result in error messages. Decimal values will be rounded to integers. A leading dollar sign will not result in an error.

Column L: Next Step-up Date- Must be entered as an excel date value. This value must be earlier than 12/31/2131. If both this field and Column G (lease start date) contain data, the lease start date must precede the step-up date.

Column M: Rent After Step-up- Rent after step-up must be reported as a numeric value from 0-9,999,999. Entries outside of this range or character values will result in error messages. Decimal values will be rounded to integers. A leading dollar sign will not result in an error.

Please note that Excel counts spaces as text characters. This can result in error messages if spaces appear in numeric fields or if they extend a field beyond its character limit.

**Deadline: We strongly recommend submitting the
Commercial Rent Roll Spreadsheet by August 19, 2011**