STACKDC / WORKFLOW SAMPLE

Tenant billing setup

Harbor Court / Suite 210 / Base rent in USD

Original lease

SECTION 4.1 | MONTHLY BASE RENT

Beginning January 1, 2027, the monthly base rent for Suite 210 is USD 11,500.

First amendment

SECTION 2 | SIGNED MARCH 15, 2027

Beginning July 1, 2027, the monthly base rent for Suite 210 is USD 12,000. This amount replaces the monthly base rent in section 4.1 from that date.

Accounting review

TRAINING NOTE | NOT PART OF THE LEASE

The June and July setup rows require review. No ERP charge code or end date for the new amount appears in the excerpts. Confirm the code against the approved mapping before posting.

Fictional excerpts for evaluation. All names and terms in this sample are illustrative.