



## System requirements

Platform: Microsoft Excel Version: Windows 98 or later operating system 2007 or later (You need a xls format (excel 2003) – send us a short information after you placed the order – <u>support@magicworkbooks.com</u> - we'll send you the ordered xls MagicWorkbook by email)

# Product Survey

- Ever missed to give notice on time?
- Need a survey of the development of rental income and payments?
- Better still, a longterm view for forward planning?
- You've really had it with calculating your financial obligations from start every year?
- ... and you don't want to invest in another costly software package?

### Then ContractManager is the tool for you !

- ContractManager handles and surveys up to 4,500 individual contracts in one tool !
- ContractManager calculates rent escalations (indexed or percentagebased)for up to 2,000 rental contracts.
- ContractManager checks all important contract dates against any period you select and gives you an automatic survey of all those dates.
- Your future financial obligations from all relevant contracts are calculated starting with any date you select.

■ You can use this tool year after year. Just input new contracts and delete the contracts that have run out.



Non Olet	Contents	Contract	Manager
Sheet Name	Туре	contains	click to go!
Welcome	Text	Introduction / Manual	
FAQ	Text	A Few Remarks on Data Input	
EasyArchive	Text	A Simple and Cost-Effective Way to a Working Contract Archive	
DATA	Spreadsheet	DATA INPUT general	
DATAindex	Spreadsheet	DATA INPUTPrice Index	
DATAobli	Spreadsheet	DATA INPUT future financial obligations	Ē
DataM1	Spreadsheet	Data InputRental Contracts as TenantReal Estate	Ē
DataVM1	Spreadsheet	Data InputRental Contracts as LANDLORDReal Estate	m
DataM2	Spreadsheet	Data InputRental Contracts as RENTING PARTYMachinery, Equipment etc.	m
DataVM2	Spreadsheet	Data InputRental Contracts as OWNERMachinery, Equipment etc.	
DataL1	Spreadsheet	Data InputLeasing ContractsReal Estate, Machinery, Equipment	
DataL2	Spreadsheet	Data InputLeasing ContractsVehicles	
DataL3	Spreadsheet	Data InputLeasing ContractsSoftware	
DataP1	Spreadsheet	Data InputSupply Contracts	
DataS1	Spreadsheet	Data InputService, Maintenance and other contracts	
ReviewM1	Spreadsheet	Rent DevelopmentRental Contracts as TenantReal Estate	
ReviewVM1	Spreadsheet	Rent DevelopmentRental Contracts as LANDLORDReal Estate	
ReviewM2	Spreadsheet	Rent DevelopmentRental Contracts as RENTING PARTYMachinery, Equipment etc.	
ReviewVM2	Spreadsheet	Rent DevelopmentRental Contracts as OWNERMachinery, Equipment etc.	
ReviewDateM	Spreadsheet	Overview Rent Projection as Renting Party	
ReviewDateVM	Spreadsheet	Overview Rent Projection as Owning Party	
Myears	Spreadsheet	Yearly Projection of Rent Development as RENTING PARTY	
Vmyears	Spreadsheet	Yearly Projection of Rent Development as OWNER / LANDLORD	
checkdate	Spreadsheet	Time TableAll Contracts	
SurveyM1	Spreadsheet	Time TableRental Contracts as TenantReal Estate	
SurveyVM1	Spreadsheet	Time TableRental Contracts as LANDLORDReal Estate	
SurveyM2	Spreadsheet	Time TableRental Contracts as ENTING PARTYMachinery, Equipment etc.	
SurveyVM2	Spreadsheet	Time TableRental Contracts as NUN ING FAR THADMINETY, Equipment etc.	
SurveyL1	Spreadsheet	Time TableLeasing ContractsReal Estate, Machinery, Equipment	
SurveyL2	Spreadsheet	Time TableLeasing ContractsVehicles	
SurveyP1	Spreadsheet Spreadsheet	Time TableLeasing ContractsSoftware Time TableSupply Contracts	
SurveyS1	Spreadsheet	Time TableService, Maintenance and other contracts	
SurveyOb			
	Chart / graph	Survey Financial Obligations Financial Obligations by Type of Contract and Item	
SurveyObIntern	Chart / graph	Financial Obligations by Type of Contract and Item Financial Obligations by Duration (including obligations to associated companies)	
SurveyObTerm	Chart / graph		
SurveyObExtern	Chart / graph	Financial Obligations by Duration (excluding obligations to associated companies)	
SurveyObPC	Chart / graph	Financial Obligations by Duration (including obligations to associated companies) in %	
SurveyObPCIntern	Chart / graph	Financial Obligations by Duration (including obligations to associated companies) in %	
ObM1	Spreadsheet	Financial ObligationsRental Contracts as TenantReal Estate	
ObM2	Spreadsheet	Financial ObligationsRental Contracts as RENTING PARTYMachinery, Equipment etc.	
Obl1	Spreadsheet	Financial ObligationsLeasing Contracts	
Obl2	Spreadsheet	Financial ObligationsLeasing Contracts	
Obl3	Spreadsheet	Financial ObligationsLeasing Contracts	
Further information:	Text	ContractManagement Tools	

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# DATA INPUT general Input your company name etc. and the month which is the starting point of all reviews. The actual month is recommended for this. The checking period will show you all contract dates that fall into that period. Set the period according to your schedule needs. Please input your data only in the yellow cells. Do not delete cells, rows or columns, do not use Drag&Drop as this may destroy the functionaliy of this tool. Demo data in this tool are for your orientation and should be overwritten with your own data.

Company:		Arriva Corp.	
Reporting Currency:		SFR	
checking period	from:	01.01.2014 to:	31.12.2014
reporting month		Jun 13	
calculated increase per year		2,00%	This is the percentage increase for future dates a) for which no price index data are yet available, or b) for rent escalations outside of a price index. You can change this value whenever you deem it necessary.

End of general data input. Continue with the other data input sheets. All data sheets have yellow tabs.

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#### DATA INPUT

Price Index

Please input the relevant data of the price index of your choice.

Please note that the beginning date of the index should lie some 5 or 6 years in the past as the last relevant index rent review is also calculated from these values.

Future months are calculated with your input value (sheet Data C25) which you can change at any time.

click to go!

Index Name			CPI Germany		
				Index Value (actual	
			Index Value (actual for	for past months;	
Month	Month	Index Basis	past months)	calculatory for future	Month
1	Jan 07	CPI 2010 =100	94,7	94,7	Jan 07
2	Feb 07	CPI 2010 =100	95,1	95,1	Feb 07
3	Mrz 07	CPI 2010 =100	95,3	95,3	Mrz 07
4	Apr 07	CPI 2010 =100	95,8	95,8	Apr 07
5	Mai 07	CPI 2010 =100	95,8	95,8	Mai 07
6	Jun 07	CPI 2010 =100	95,8	95,8	Jun 07
7	Jul 07	CPI 2010 =100	96,3	96,3	Jul 07
8	Aug 07	CPI 2010 =100	96,2	96,2	Aug 07
9	Sep 07	CPI 2010 =100	96,4	96,4	Sep 07
10	Okt 07	CPI 2010 =100	96,6	96,6	Okt 07
11	Nov 07	CPI 2010 =100	97,1	97,1	Nov 07
12	Dez 07	CPI 2010 =100	97,7	97,7	Dez 07
13	Jan 08	CPI 2010 =100	97,4	97,4	Jan 08
14	Feb 08	CPI 2010 =100	97,8	97,8	Feb 08
15	Mrz 08	CPI 2010 =100	98,3	98,3	Mrz 08
16	Apr 08	CPI 2010 =100	98,1	98,1	Apr 08
17	Mai 08	CPI 2010 =100	98,7	98,7	Mai 08
18	Jun 08	CPI 2010 =100	98,9	98,9	Jun 08
19	Jul 08	CPI 2010 =100	99,5	99,5	Jul 08
20	Aug 08	CPI 2010 =100	99,2	99,2	Aug 08
21	Sep 08	CPI 2010 =100	99,1	99,1	Sep 08

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0063-01 ContractManager										
DATA INPUT future financial obligations										

Please input your data only in the yellow cells. Do not delete cells, rows or columns, do not use Drag&Drop as this may destroy the functionaliy of this tool.

Demo data in this tool are for your orientation and should be overwritten with your own data.

Company:		Arriva Corp.		
Year	ending:	31.12.2013	2013	1

SFR

Reporting Currency:

#### Choose the periods you want to compile by entering the end year of every period

in the yellow cells. You can choose up to 11 periods with the last period summarizing

the outstanding obligations. You can also choose fewer periods. Say, you want to show your obligations

in 3 columns: below 1 year, between 1 and 5 years, and over 5 years. In that case, enter "5" in cell C32 and delete the other figures in the yellow cells.

> than year	< than year				
	1	31.12.2014	2014	2	12
1	2	31.12.2015	2015	3	24
2	3	31.12.2016	2016		36
3	4	31.12.2017	2017	1	48
4	5	31.12.2018	2018	2	60
5	6	31.12.2019	2019	3	72
6	7	31.12.2020	2020		84
7	8	31.12.2021	2021	1	96
8	9	31.12.2022	2022	2	108
9	10	31.12.2023	2023	3	120
10		31.12.2023	2023	3	

1	31.12.2014	2014	2	Obligations < 1 Year
2	31.12.2015	2015		Obligations between 1 and 2 years
3	31.12.2016	2016		Obligations between 2 and 3 years
4	31.12.2017	2017	1	Obligations between 3 and 4 years
5	31.12.2018	2018	2	Obligations between 4 and 5 years
6	31.12.2019	2019	3	Obligations between 5 and 6 years
7	31.12.2020	2020		Obligations between 6 and 7 years
8	31.12.2021	2021	1	Obligations between 7 and 8 years
9	31.12.2022	2022	2	Obligations between 8 and 9 years
10	31.12.2023	2023	3	Obligations between 9 and 10 years
11	31.12.2024	2024		Obligations more than 10 years

End of Data Input financial obligations general



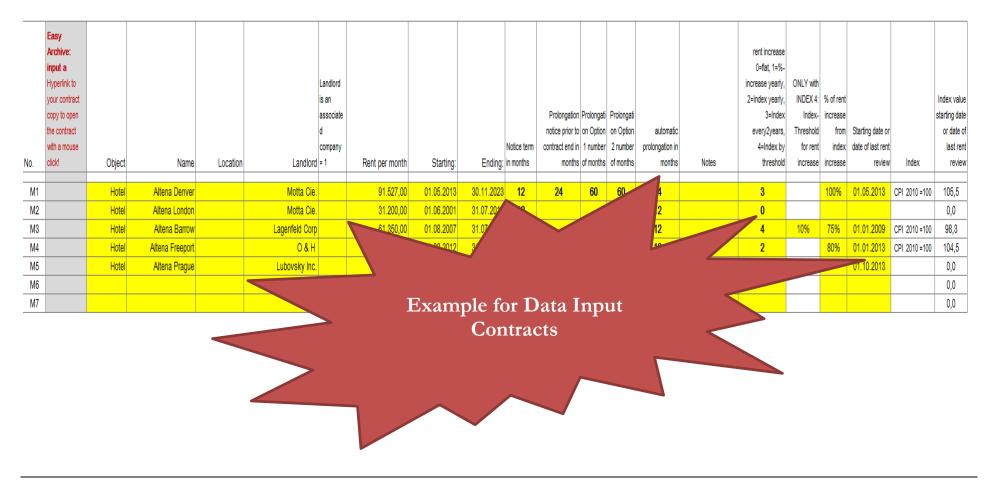
Data Input Rental Contracts as Tenant

Real Estate

nput your contract data in the yellow cells. Contracts with percentual or index escalations are calculated automatically. Contracts with a fixed yearly increase should be input as a new contract every year!

Demo Data are for your orientation and should be overwritten with your own data.

Note: to delete a contract, delete the input, not the row!



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## OUTPUT: Timetable – All Contracts

Time	Table		All Contracts	5						Arı	r <mark>iva Corp</mark> .
Reportir	g Currency:	SFR						checking period	from / till	01.01.2014	31.12.2014
reporting	g month	Jun 13									
								upco	ming contractual c	lates	
No.	Object	Name	Location	Landlord	Notes	Ending:	earliest notice date	due date for exercising option	end of first automatic prolongation	end of first option period	end of second option period
M2	Hotel	Altena London		Motta Cie.		31.07.2014					
M3	Hotel	Altena Barrow		Lagenfeld Corp			31.07.2014				
M4	Hotel	Altena Freeport		0&H				31.07.2014			
M5	Hotel	Altena Prague		Lubovsky Inc.		30.09.2014					
2M6	Washing machin	Altena Monmouth		LobMax		30.09.2014					
VM1	Office	Dartmouth 1		Ubu Ltd.		30.11.2014	30.05.2014				
VM2	Office	Dartmouth 2		Ubu Ltd.		31.07.2014					
VM3	Office	Dartmouth 3		Henrickson			31.07.2014				
VM4	Office	Dartmouth 4		Grisson				31.07.2014			
1L1	Hotel	Altena Monmouth		IKB Bank			31.12.2014	31.12.2014			
2L1	LU-XB-938	VW Golf Plus	Altena London	VW Leasing					31.07.2014		
2L2	LU-MD 1010	VW Passat CC	Altena Denver	VW Leasing		16.02.2014					
2L3	LU-FR-1100	Passat Limousine	Altena Barrow	VW Leasing				06.08.2014			
2L4	LU-XN-538	Golf SDI	Altena Barrow	VW Leasing		31.10.2014	31.07.2014				
3L1	Software	Fidelio Opera		Southwest Leasing			31.12.2014	31.12.2014			
P1	Hotel	Telefon/Internet	Denver	AT&T		31.07.2014	30.04.2014				
P4	Hotel	washing	Barrow	Super Clean					31.10.2014		
S1	Hotel	Telephone units main	London	Miller Phone Service				31.07.2014	31.07.2014		
S2	Hotel	Air Conditoning maint	London	Toshiba		16.02.2014					
S4	Hotel	Elevator maintenance	Denver	Otis Black		31.10.2014	31.07.2014				



## OUTPUT: Example of timetabel – Real Estate

Tim	e Table		Rental Contra	acts as LANDLO	RD	Real Estate						Arriva Corp.	
Repor	ting Currer	n SFR	t						checking period	from / till	01.01.2014	31.12.2014	
report	ing month	Jun 13	}										
				-					upcomin	g contractu	tual dates		
No.	Object	Name	Location	Tenant	Rent per month	Notes	Ending:	earliest notice date	due date for exercising option		end of first option period	end of second option period	
VM1	Office	Dartmouth 1		Ubu Ltd.	2.700,00		30.11.2014	30.05.2014					
VM2	Office	Dartmouth 2		Ubu Ltd.	3.200,00		31.07.2014						
VM3	Office	Dartmouth 3		Henrickson	4.500,00			31.07.2014					
VM4	Office	Dartmouth 4		Grisson	4.800,00				31.07.2014				
VM5													

#### 0063-01 ContractManager

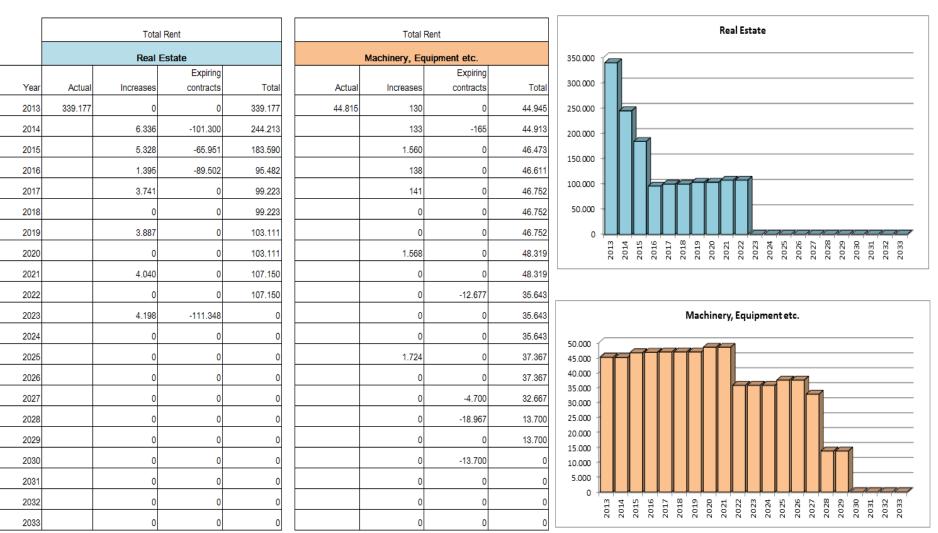
## OUTPUT:

Rent Development	Rental Contracts as Tenant	Real Estate		Arriva Corp.
Reporting Currency:	SFR		reporting month	Jun 13

									calculated rent escalations														
										Review 1			Review 2			Review 3			Review 4			Review 5	
					Rent per				Review 1	Index	Review 1	Review 2	Index	Review 2	Review 3	Index	Review 3	Review 4	Index	Review 4	Review 5	Index	Review 5
No.	Object	Name	Location	Landlord	month	Starting:	Ending:	Notes	Amount	value	Date	Amount	value	Date	Amount	value	Date	Amount	value	Date	Amount	value	Date
M1	Hotel	Altena Denver		Motta Cie.	91.527,00	01.05.2013	30.11.2023		3.955	110,1	Mai 15	3.741	114,5	Mai 17	3.887	119,2	Mai 19	4.040	124,1	Mai 21	4.198	129,1	Mai 23
M2	Hotel	Altena London		Motta Cie.	31.200,00	01.06.2001	31.07.2014																
M3	Hotel	Altena Barrow		Lagenfeld Corp	61.350,00	01.08.2007	31.07.2015		4.601	108,1	Jun 14		118,9	Mrz 19		130,8	Dez 23		143,9	Okt 28		158,3	Jul 33
M4	Hotel	Altena Freeport		0 & H	85.000,00	01.08.2012	31.07.2016		1.734	107,2	Jan 14	1.373	109,3	Jan 15	1.395	111,5	Jan 16		113,8	Jan 17		116,1	Jan 18
M5	Hotel	Altena Prague		Lubovsky Inc.	70.100,00	01.10.2010	30.09.2014				Okt 14			Okt 15			Okt 16			Okt 17			Okt 18
M6																							
M7																							

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#### Yearly Projection of Rent Development as RENTING PARTY





Arriva Corp.





#### Overview Rent Projection as Renting Party

#### reporting month

Jun 13

Arriva Corp.

	Total Rent				Total Rent			
					Machinery,	1		
	Real Estate				Equipment etc.			
			Expiring				Expiring	
Month		Rent Increases	contracts	Total		Rent Increases	contracts	Total
Jun 13	339.177	0	0	339.177	44.815	0	0	44.815
Jul 13		0	0	339.177		0	0	44.815
Aug 13		0	0	339.177		0	0	44.815
Sep 13		0	0	339.177		0	0	44.815
Okt 13		0	0	339.177		0	0	44.815
Nov 13		0	0	339.177		0	0	44.815
Dez 13		0	0	339.177		130	0	44.945
Jan 14		1.734	0	340.911		0	0	44.945
Feb 14		0	0	340.911		0	0	44.945
Mrz 14		0	0	340.911		0	0	44.945
Apr 14		0	0	340.911		0	0	44.945
Mai 14		0	0	340.911		0	0	44.945
Jun 14		4.601	0	345.513		0	0	44.945
Jul 14		0	0	345.513		0	0	44.945
Aug 14		0	-31.200	345.513		0	0	44.945
Sep 14		0	0	314.313		0	0	44.945
Okt 14		0	-70.100	314.313		0	-165	44.780
Nov 14		0	0	244.213		0	0	44.780
Dez 14		0	0	244.213		133	0	44.913
Jan 15		1.373	0	245.586		0	0	44.913
Feb 15		0	0	245.586		0	0	44.913
Mrz 15		0	0	245.586		0	0	44.913
Apr 15		0	0	245.586		0	0	44.913
Mai 15		3.955	0	249.541		0	0	44.913
Jun 15		0	0	249.541		0	0	44.913
Jul 15		0	0	249.541		0	0	44.913
Aug 15		0	-65.951	249.541		0	0	44.913

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#### 0063-01 ContractManager

#### Survey Financial Obligations

#### Reporting Currency: SFR

per: 31.12.2013

		Total												
			Obligations < 1	Obligations		Obligations	Obligations		Obligations between 6 and 7	Obligations between 7 and 8	Obligations between 8 and 9	Obligations	01	
Type of Contract	Item	Total obligations	Year	between 1 and 2 years	between 2 and 3 years	years	between 4 and 5 years	between 5 and 6 years	years	years	years	between 9 and 10 years	Obligations more than 10 years	
Rental Contracts	Real Estate	15.541.663	3.703.824	2.547.774	1.693.324	1.098.324	1.098.324	1.098.324	1.098.324	1.098.324	1.098.324	1.006.797		
	Machinery,													
Rental Contracts	Equipment etc.	7.027.737	537.287	535.800	535.800	535.800	535.800	535.800	535.800	535.800	475.800	391.800	1.872.250	
Leasing Contracts	Vehicles	9.090	6.675	2.415										
	Real Estate, Machinery,													
Leasing Contracts	Equipment	657.702	201.188	201.188	191.680	63.646								
Leasing Contracts	Software	136.219	68.110	68.110										
Total		23.372.411	4.517.083	3.355.286	2.420.804	1.697.770	1.634.124	1.634.124	1.634.124	1.634.124	1.574.124	1.398.597	1.872.250	

		Thereof: obligat	tions to associa	ated companies		]							
			Obligations < 1	Obligations between 1 and 2	Obligations between 2 and 3	Obligations between 3 and 4		Obligations between 5 and 6	-	Obligations between 7 and 8	Obligations between 8 and 9	Obligations between 9 and	Obligations more
Type of Contract	Item	Total obligations	Year	years	years	years	years	years	years	years	years	10 years	than 10 years
Rental Contracts	Real Estate												
	Machinery,												
Rental Contracts	Equipment etc.												
Leasing Contracts	Vehicles												
	Real Estate, Machinery,												
Leasing Contracts	Equipment												
Leasing Contracts	Software												
Total													





#### Financial Obligations by Type of Contract and Item

#### Arriva Corp.

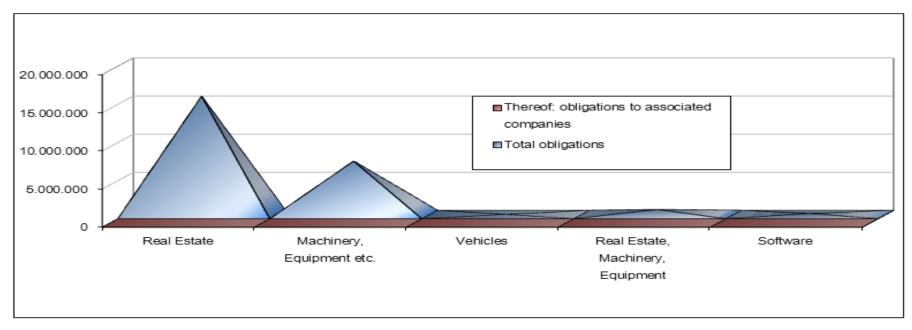
Reporting Currency: SF

SFR

per:

31.12.2013

Type of Contract	Item	Total obligations	Thereof: obligations to associated companies
Rental Contracts	Real Estate	15.541.663	
Rental Contracts	Machinery, Equipment etc.	7.027.737	
Leasing Contracts	Vehicles	9.090	
Leasing Contracts	Real Estate, Machinery, Equipment	657.702	
Leasing Contracts	Software	136.219	
Total		23.372.411	

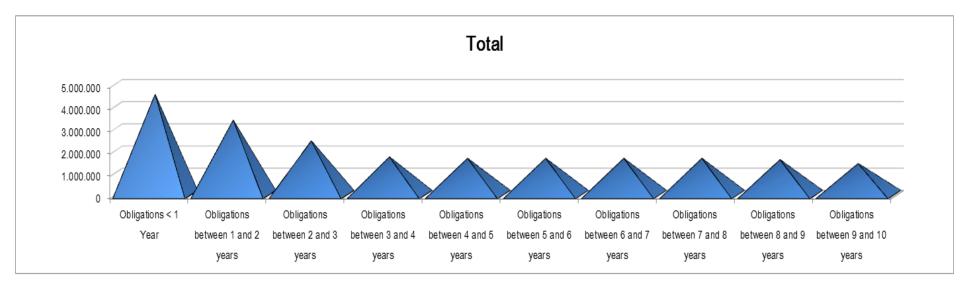


#### 0063-01 ContractManager

#### Financial Obligations by Duration (including obligations to associated companies)

Reporting Currency: SFR

		Obligations < 1	Obligations between 1 and	Obligations between 2 and	-	-	-	Obligations between 6 and	Obligations between 7 and	-	Obligations between 9 and	Obligations more than 10
Type of Contract	Item	Year	2 years	3 years		5 years		7 years	8 years		10 years	years
Rental Contracts	Real Estate	3.703.824	2.547.774	1.693.324	1.098.324	1.098.324	1.098.324	1.098.324	1.098.324	1.098.324	1.006.797	
Rental Contracts	Machinery, Equipment etc.	537.287	535.800	535.800	535.800	535.800	535.800	535.800	535.800	475.800	391.800	1.872.250
Leasing Contracts	Vehicles	6.675	2.415									
Leasing Contracts	Real Estate, Machinery, Equipment	201.188	201.188	191.680	63.646							
Leasing Contracts	Software	68.110	68.110									
Total		4.517.083	3.355.286	2.420.804	1.697.770	1.634.124	1.634.124	1.634.124	1.634.124	1.574.124	1.398.597	1.872.250



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#### Arriva Corp.

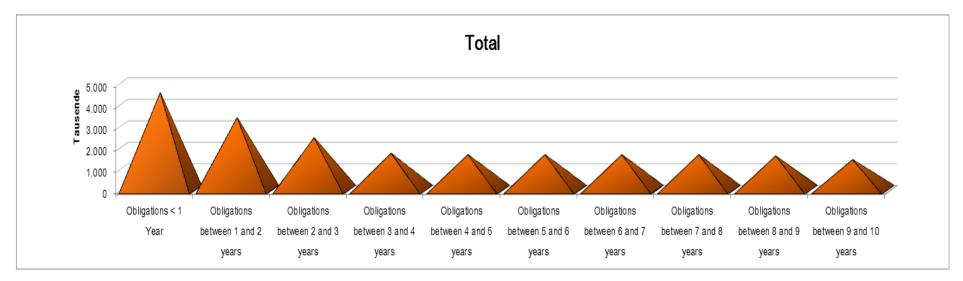
per: 31.12.2013

#### 0063-01 ContractManager

#### Financial Obligations by Duration (excluding obligations to associated companies)

#### Reporting Currency: SFR

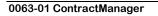
			Obligations	Obligations								
		Obligations < 1	between 1 and 2	between 2 and 3	between 3 and 4	between 4 and 5	between 5 and 6	between 6 and 7	between 7 and 8	between 8 and 9	between 9 and	Obligations more
Type of Contract	Item	Year	years	10 years	than 10 years							
Rental Contracts	Real Estate	3.703.824	2.547.774	1.693.324	1.098.324	1.098.324	1.098.324	1.098.324	1.098.324	1.098.324	1.006.797	
Rental Contracts	Machinery, Equipment etc.	537.287	535.800	535.800	535.800	535.800	535.800	535.800	535.800	475.800	391.800	1.872.250
Leasing Contracts	Vehicles	6.675	2.415									
Leasing Contracts	Real Estate, Machinery, Equipment	201.188	201.188	191.680	63.646							
Leasing Contracts	Software	68.110	68.110									
Total		4.517.083	3.355.286	2.420.804	1.697.770	1.634.124	1.634.124	1.634.124	1.634.124	1.574.124	1.398.597	1.872.250



#### Arriva Corp.

per: 31.12.2013

#### http://www.MagicWorkbooks.com/ Page 17 of 19 guestion? info@MagicWorkbooks.com

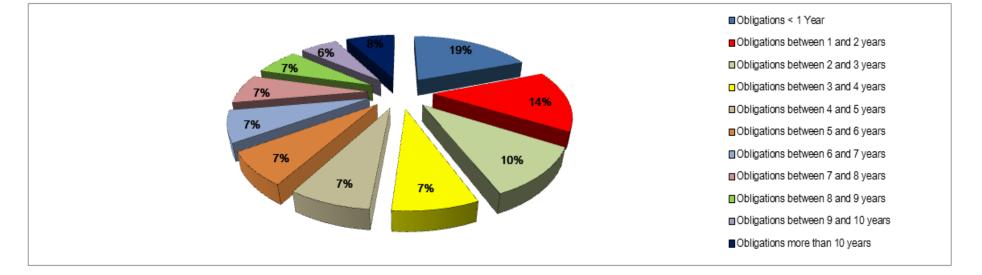


#### Financial Obligations by Duration (including obligations to associated companies) in %

Reporting Currency:

SFR

				Total F	inancial Obliga	tions				
	Obligations	Obligations								
Obligations < 1	between 1 and 2	between 2 and 3	between 3 and 4	between 4 and 5	between 5 and 6	between 6 and 7	between 7 and 8	between 8 and 9	between 9 and	<b>Obligations more</b>
Year	years	10 years	than 10 years							
4.517.083	3.355.286	2.420.804	1.697.770	1.634.124	1.634.124	1.634.124	1.634.124	1.574.124	1.398.597	1.872.250
19%	14%	10%	7%	7%	7%	7%	7%	7%	6%	8%





per: 31.12.2013

Arriva Corp.



Fina	ncial Obligatior	ns		Leasing Contract	ts	Real Estate,	Machinery, Eq	juipment												Arriva Corp.
Report	ing Currency:	SFR																	per:	31.12.2013
										12	24	36	48	60	72	84	96	108	120	
					Lessor is an associated	leasing rate per						between 2 and 3	between 3 and 4		Obligations between 5 and 6	Obligations between 6 and 7			between 9 and	Obligation more than 1
_	Object	Name	Location	Lessor	company = 1		•	inding:	Total obligations	Year	,			years	years	years	s years	years	10 years	years
1L1		Altena Monmouth		IKB Bank		7.580,00		31.12.2016												
	9 copy machines	Toshiba		BFL Bank		1.186,89		31.05.2016												
	1 copy machine	Altena Dresden		BFL Bank		200,00		30.06.2016												
	Air conditioning 1	Altena Barrow		Northwest Leasing		3.690,00		23.05.2017					10.00							
1L5 1L6	Air conditioning 2	Altena Barrow		Northwest Leasing		4.108,76	20.11.2013	19.11.2017	193.112	49.305	49.305	49,205	96							
								aı	nd a l	little	bit m	ore .								

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