



Getting Started

Welcome to Hive!

Founded in 2016, Hive builds commercial real estate software to help companies simplify lease management and improve property performance. We pair the industry's top talent with the best technology to deliver seamless and intelligent commercial real estate solutions. Then, we bring those people together through our secure software platform. With Hive, landlords, property managers, brokers, and tenants have complete visibility into critical lease information to make data-driven decisions.

We've designed this guide to help get you started. You'll learn how to navigate the platform, add properties, spaces, files, and collaborators. We've also included some useful tips and information for support should you need any help from us. Here are just a few of the features included with Hive:

Portfolio Management

Lease Management

Vendor Management

File Management

Critical Dates

Work Orders

Team Collaboration

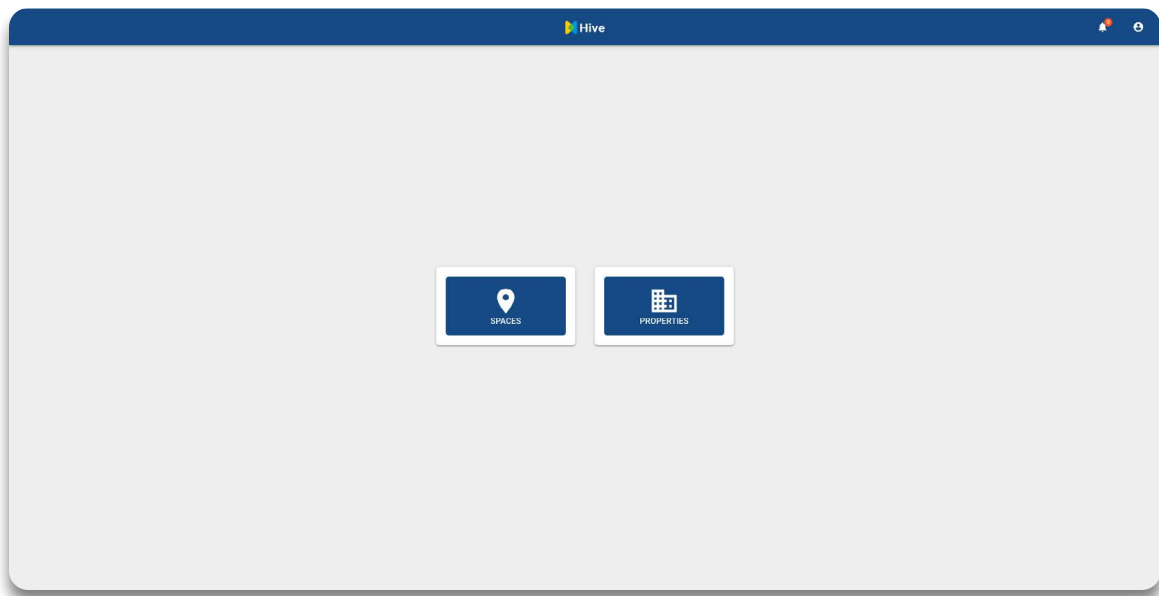
Tenant Access

Revenue Management

Notifications

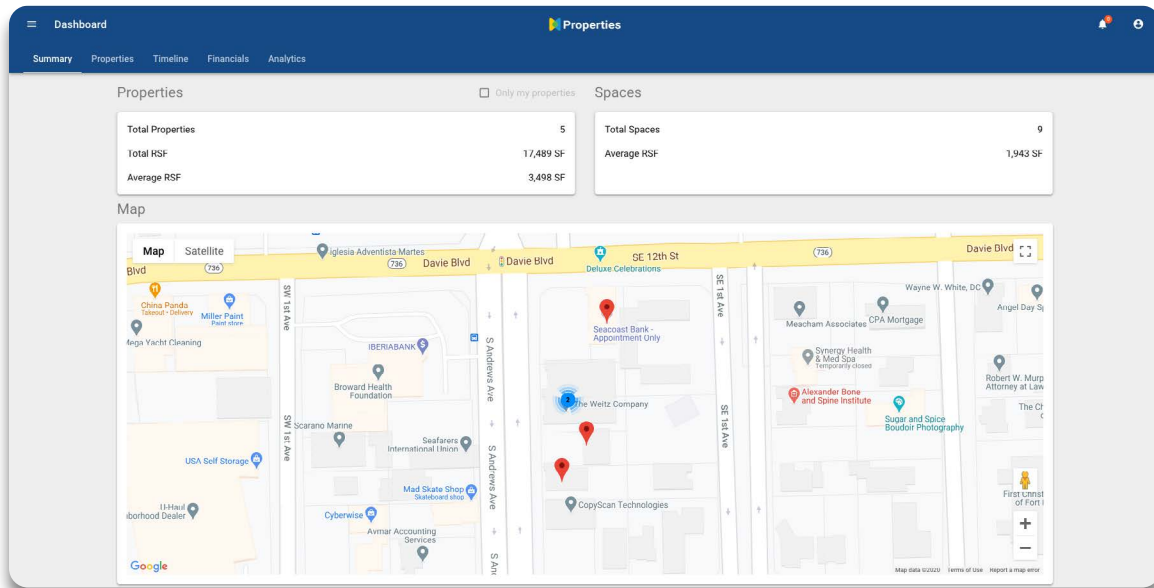
Navigating Hive

Navigating Hive is very simple. When you first sign in, you're presented with two applications: **Properties** and **Spaces**. **Properties** is built for Landlords, Property Managers, and Brokers to organize data, simplify reporting, and measure performance. **Spaces**, on the other hand, is built for Tenants and Brokers to manage leases, track critical dates, and forecast costs. To begin, simply click on the application you'd like to use.



Navigating Hive

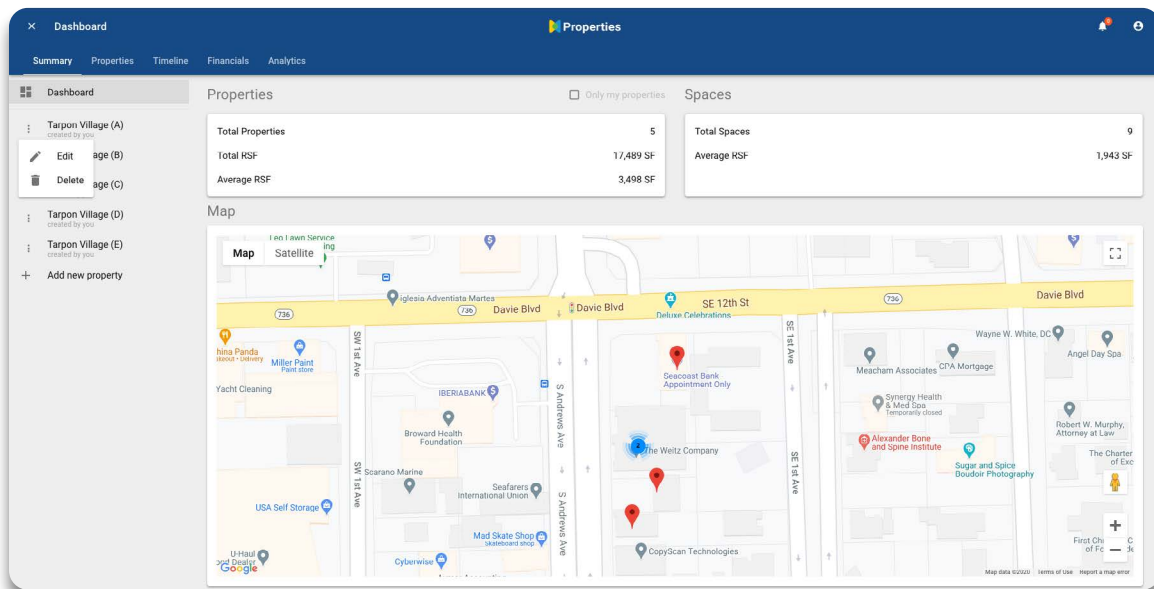
Regardless of which application you chose, you will be directed to a page that looks very similar to this one.



This is your Dashboard and contains all of the high level data you need to manage your portfolio. Here, you can navigate to view you all of your properties, spaces, revenue, and costs as well as portfolio analytics. To select a property or space in your portfolio, just click the Menu icon on the top left of the page.

Navigating Hive

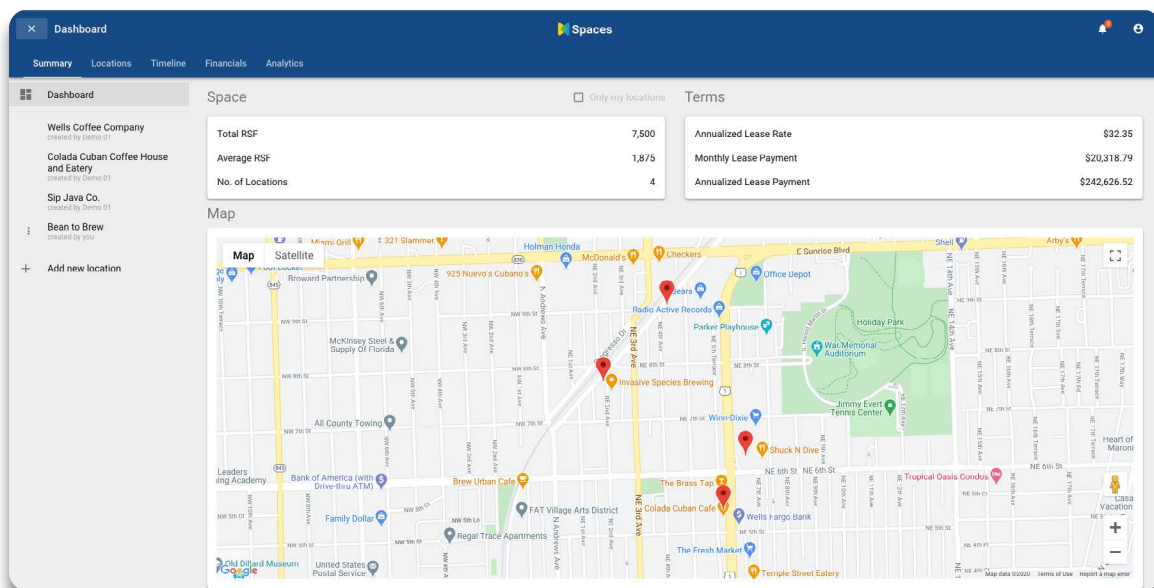
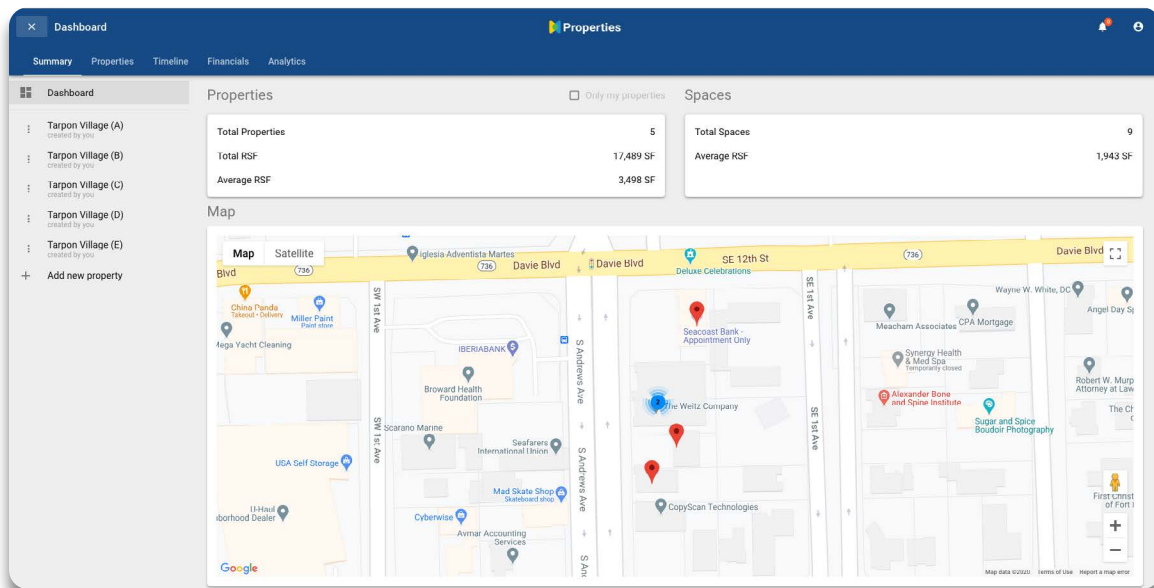
In the Menu, you can view all of your properties or spaces in your portfolio. This is also where you can add, edit, and delete properties from your portfolio. Furthermore, if someone adds you as a collaborator to a property or space, that record will appear here and denoted *Created by [user_name]*.



In the next section, we'll cover adding properties and spaces to Hive.

Adding Properties or Spaces

Adding properties or spaces to your portfolio is simple and easy. First, open the menu by clicking on the menu icon on the top left of the page. Next, click *Add New Property* or *Add New Location* depending on which application you're using.



Adding Properties or Spaces

If you're adding a space, begin by entering the lease details. If you're adding a property, you must first complete some basic information such as location, size, and suite numbers.

The screenshot shows a web application interface for 'Creating Location' under the 'Spaces' header. The form is divided into several sections:

- Basic Information:** Fields for Name, Type (dropdown), RSF, Property Name, Address, Suite, City, Select State (dropdown), Occupancy Status (Vacant), Zip Code, and Notes.
- Tenant:** Fields for Company and Industry.
- Terms:** Fields for Lease Start, Lease End, Monthly Payment, and Additional Rent.
- Tenant Improvements:** A section for listing improvements with a 'Total Construction Cost' field.

A map of Hollywood, Florida, is displayed on the right side of the form, showing the location of the property.

Next, we'll discuss adding collaborators.

Collaborators

Collaboration is vital to the success of any organization, especially those that manage multiple properties, leases, or represent clients and their portfolios. Hive enables users to add others to properties or leases that you've added to your account. To do so, simply click on *Collaborators* located at the top right of any property or space in your portfolio.

The screenshot displays the Hive software interface for a property named "Tarpon Village (D)". The interface is divided into several sections:

- General:** Contains basic property information.

Property	Tarpon Village (U)
Address	1216 South Andrews Avenue Fort Lauderdale, FL 33316
Type	Office
Year Built	2005
Year Renovated	2005
- Attributes:** Lists various property metrics.

RSF	1,540 SF
Floors	1
Floor Plates	1,540 SF
Loss Factor	0.00%
Parking Ratio	3.90/1,000
Total Parking Spaces	6
- Spaces:** Provides details about the property's spaces.

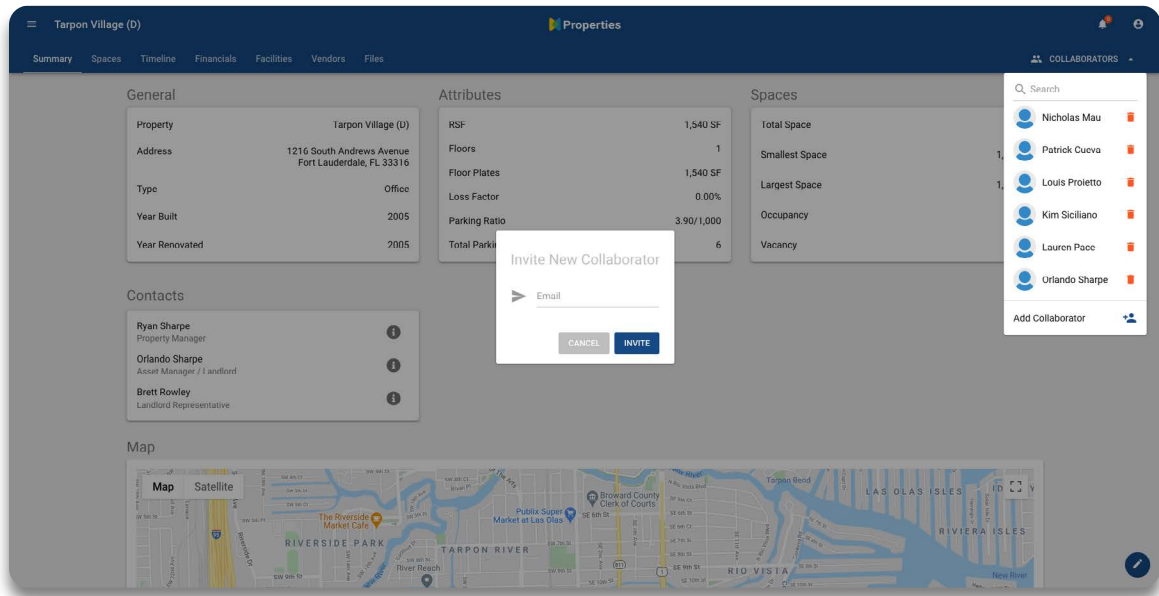
Total Space	
Smallest Space	1,
Largest Space	1,
Occupancy	
Vacancy	
- Contacts:** Lists individuals associated with the property.

Ryan Sharpe Property Manager	1
Orlando Sharpe Asset Manager / Landlord	1
Brett Rowley Landlord Representative	1
- Map:** A map view showing the property's location in Fort Lauderdale, Florida, near the Tarpon River and Riverside Park.

On the right side of the interface, there is a **COLLABORATORS** panel with a search bar and a list of users: Nicholas Mau, Patrick Cueva, Louis Proietto, Kim Siciliano, Lauren Pace, and Orlando Sharpe. Each user has a red status indicator. Below the list is an "Add Collaborator" button with a plus icon.

Collaborators

Next, enter the email address of the person you want to add. If you would like to remove that person at any time, just click the trashcan icon next to their name.



You can also do this in the edit property or space page. We will discuss this in the next section.

Editing Properties or Spaces

Editing properties or spaces in Hive is also very easy. Within every property and space, there is an edit icon in the bottom right corner of the page. This opens the Edit Page. Alternatively, you can edit a page by selecting the *More* icon in the menu. Select either of these to move on to the next step.

The screenshot shows the Hive interface for a property named "Tarpon Village (B)". The sidebar on the left lists several properties, with "Tarpon Village (B)" selected. The main content area has three tabs: "General", "Attributes", and "Spaces". The "General" tab is active, showing property details. The "Attributes" tab shows various metrics, and the "Spaces" tab shows space-related data. At the bottom, there is a map of the property location.

General	
Property	Tarpon Village (B)
Address	1212 South Andrews Avenue Fort Lauderdale, FL 33316
Type	Office
Year Built	2005
Year Renovated	2005

Attributes	
HSF	4,989 SF
Floors	1
Floor Plates	4,989 SF
Loss Factor	0.00%
Parking Ratio	3.61/1,000
Total Parking Spaces	18

Spaces	
Total Space	2
Smallest Space	2,356 SF
Largest Space	2,633 SF
Occupancy	100%
Vacancy	0%

Contacts

- Ryan Sharpe
Property Manager
- Orlando Sharpe
Asset Manager / Landlord
- Brett Rowley
Landlord Representative

Map

The map shows the property location in Fort Lauderdale, Florida, near the Tarpon River and Riverside Park. The map includes street names, landmarks, and a scale bar.

Editing Properties or Spaces

As covered in the Adding Properties or Spaces section, you will either be taken to the Edit Property or Edit Space screen depending on which application you are using. Once here, you can edit the property or space.

The screenshot shows the 'Editing Tarpon Village (B)' interface in the 'Properties' application. The interface is divided into several sections:

- Property Details Form:** Contains fields for Name, Type, RSP, Address, City, Select State, Zip Code, Year Built, Year Renovated, Floors, Loss Factor, and Total Parking.
- Map:** A Google Map showing the location of the property in Fort Lauderdale, Florida.
- Notes:** A text area for adding notes.
- Spaces:** A table listing existing spaces with columns for Suite, Type, Floor, RSP, and actions (edit/delete).
- + ADD SPACE:** A button to add a new space.

Name	Type	RSP
Tarpon Village (B)	Office	4989

Address	City	Select State	Zip Code
1212 South Andrews Avenue	Fort Lauderdale	Florida	33316

Year Built	Year Renovated	Floors	Loss Factor	Total Parking
2005	2005	1	0	18

Suite	Type	Floor	RSP
201	Retail	1	2356
203	Office	1	2633

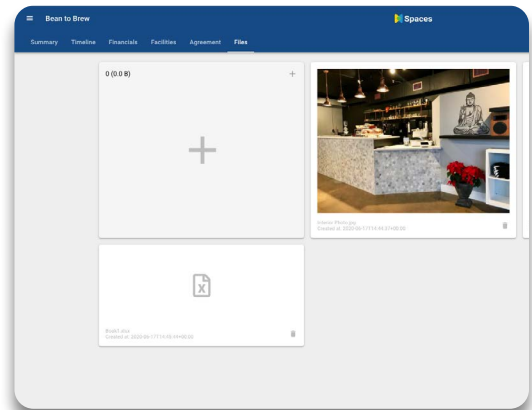
Once you are finished editing the property or space, click Save at the bottom to return to the main page. In the next section, we will cover useful tips for using Hive.

Tips

There are many ways you can use Hive to improve your lease management and property performance. Below are a few tips to help you get started.

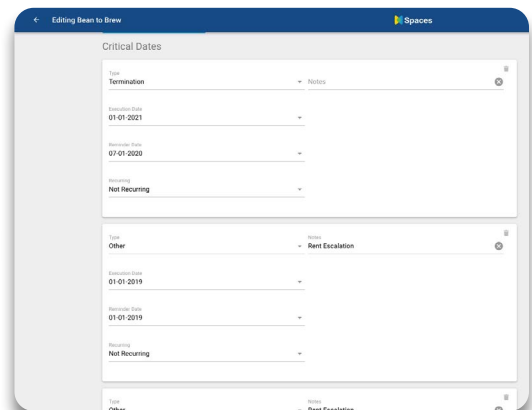
Do you need to save large files, photos, or other documents?

If you need to save large files, photos, or other documents, Hive can help. You can save any file type in Hive up to 50Mb by navigating to the *Files* tab and dragging your file into the top left of the page.



Do you need reminders on critical dates in your portfolio?

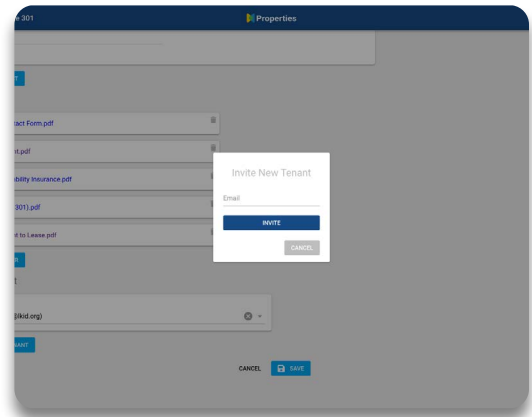
You never want an important date like a lease renewal option to fall through the cracks. That's why with Hive, you can set critical dates and send email notifications to yourself. Just navigate to the *Edit* page, scroll down to the *Critical Dates* section, and set as many as you need.



Tips

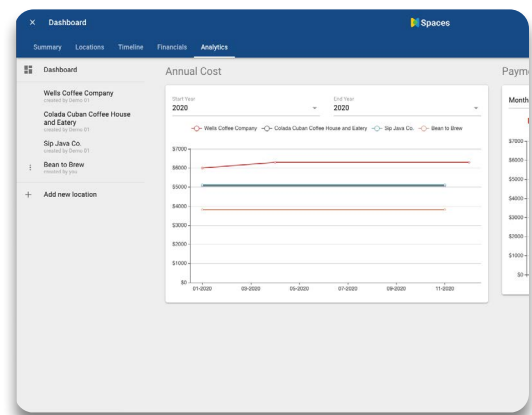
Do you need tenants to view their lease information?

If you need your tenants to view their lease information, just add them from the Edit page. It works just like adding collaborators.



Are you negotiating a new lease and need to see the impact on your portfolio?

Hive is a great way to play out scenarios and view an individual lease's potential effect on your portfolio. Just add it like normal. Then, navigate to the *Analytics* tab on your *Dashboard*.



Support

If you ever need additional support, have suggestions, or just want to brainstorm ideas on how to better utilize Hive inside your organization or with collaborating organizations, send us an email, and we'll set up a call.

Support: support@crehive.com

Also, check out our [Resources](#) page on our website which is regularly updated with articles, guides, and tools.

