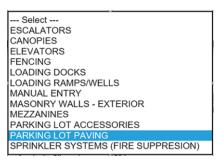


Add Extra Features

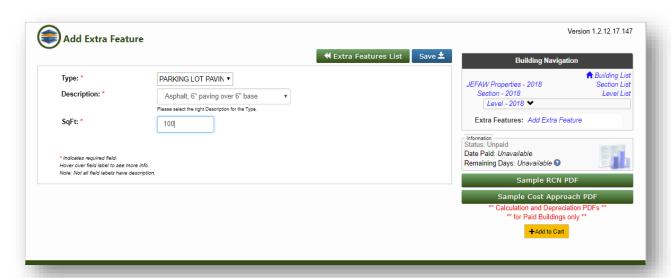
A Building may have Extra Features such as Elevators, a Paved Parking Lot or Sprinklers. The Add Extra Features section allows those items to be added to the building value and be depreciated.



Note: If you want to add an Extra Feature that is not in the list, select MANUAL ENTRY and enter its Description and Cost.

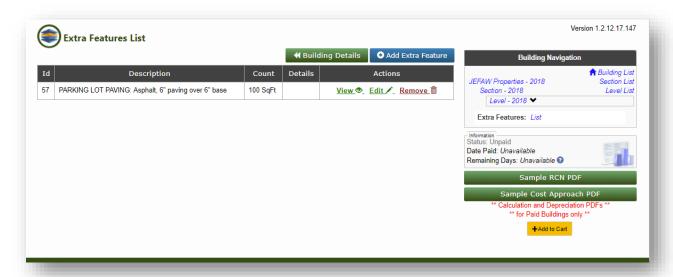
1. Complete the Add Extra Features form:

- Enter the details requested on the form.
- Click Save ±





2. The **Extra Features List** will show the information entered. Note that everything required for calculations has now been collected.



- 3. To view the RCN (Replacement Cost New) Report for the building entered, click +Add to Cart at the bottom of the Building Navigation pane on the right. You may continue adding buildings or go to View Cart to pay for the reports. Once payment is received, the RCN Report can be downloaded and Depreciation can be entered for the Cost Approach Report.
- 4. Next Step: +Add to Cart