



# CAM Clause Review Checklist

## ☐ **Payment Schedule**

- ☐ **Review** that all services that the Company is responsible for have a corresponding payment schedule.
- ☐ **Confirm** that **payment** type is equal to the **service** type specified in the lease agreement.
- ☐ **Verify** that payment start and end dates are equal to start and end dates for the fixed rent payment schedule, if contract specifies.

## ☐ **Payment Instructions**

- ☐ **Confirm** that payment instructions are correct.

## ☐ **Audit Details Tab**

- ☐ **Confirm** that the correct calculation rule is selected.
- ☐ **Confirm** that the frequency is set to annual.
- ☐ **Confirm** that the billing start and end dates are equal to the first 12-month period that a CAM reconciliation should generate.

## ☐ **Services Included Tab**

- ☐ **Confirm** that an identical **service** is set up for each payment schedule **payment** type.
- ☐ **Confirm** that the CAM **payment** type is correct, based on whether the services require a reconciliation or not.

### When to use the CAM Clause Review Checklist

**Creators** use this checklist to check their work when entering a CAM clause in a new or existing contract, prior to submitting the clause for approval.

**Approvers** use this checklist when reviewing a CAM clause that has been submitted for approval, prior to approving.