KARDIN · AI PROMPT CARD

AI prompts for CRE teams

Keep this by your desk. Full templates, a worked example and an FAQ are online.

Kardin

THE FOUR-PART PROMPT

Role
"Act as a commercial property accountant."

Task
"Write the variance section of my owner report."

Context
"Q1, Building A, threshold $10,000 or 5%."

Format
"One or two sentences per line, grouped by income and expense."

STUCK? REVERSE THE PROMPT

Ask the AI what it needs first: *"I want to write a CAM reconciliation letter. What do you need from me?"*

BEFORE YOU PASTE

1. **Follow your company's policy** on approved tools and plans.
2. **Know your plan's data terms.** Some consumer plans can train on your chats unless you change a setting.
3. **Strip identifying details:** tenant names, contacts, account and bank numbers.
4. **Recalculate the numbers** in your system of record. AI can get arithmetic wrong.

FIVE HABITS

1. **Be specific.** A vague request gets a vague answer.
2. **Iterate.** Treat the first answer as a draft.
3. **Verify.** Check every number and claim.
4. **Add what you know.** Your market, your tenants.
5. **Disclose.** Label AI-altered images (California AB 723).

FOUR TEMPLATES FOR BUDGETS AND RECOVERIES

Variance commentary

Act as a commercial property accountant writing the variance section of a monthly owner report for [PROPERTY], [PERIOD]. For every account with a variance over [$ THRESHOLD] or [% THRESHOLD], give the variance in dollars and percent and say whether it is favorable or unfavorable. Leave a bracketed placeholder for the reason; do not guess at causes. Report: [PASTE]

Budget assumptions memo

Act as a property manager presenting next year's budget to ownership. Write a one-page memo for [PROPERTY] explaining rent growth [X%], vacancy [X%], expense growth [X%] driven by [DRIVERS], capital projects [LIST] and lease rollover [LIST]. Open with NOI against this year's forecast.

CAM reconciliation letter

Act as a commercial property manager. Write a letter to [TENANT] explaining their [YEAR] reconciliation: estimates paid [AMOUNT], actual share [AMOUNT], so they [OWE / RECEIVE A CREDIT OF] [AMOUNT]. Explain the main reasons in plain language: [REASONS]. Under one page, with a contact for questions.

Lease recovery abstract

Act as a lease administrator. From the lease below, list every clause that affects recoveries: pro rata share, base year or expense stop, gross-up, caps (cumulative or not), exclusions, admin fees, and reconciliation and audit deadlines. Cite the section for each, and write "Not found" where the lease is silent. Lease: [PASTE, NAMES REMOVED]

LEASE QUESTIONS FOR GEMINI NOTEBOOK

- What is each tenant's pro rata share, and how is it calculated?
- Which leases have a base year or expense stop?
- Which leases cap increases, and is each cap cumulative?
- When are reconciliations due, and what are the audit windows?

Tools with free tiers: Claude (claude.ai) · Gemini Notebook, formerly NotebookLM (notebook.google) · Gemini (gemini.google.com)

General information, not legal, financial or professional advice. Review every AI draft before you use it. Updated October 2026.

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