

LEASE ADMINISTRATION SERVICES

OVERVIEW

Lease administration is the business of proactively managing a company's real estate portfolio. Transwestern works with industry-leading lease administration software providers to select a database that best suits each client's business objectives. Transwestern will assist in transitioning the portfolio into the system, integrating accounting, legal and administrative information into one user-friendly lease administration database. A dedicated lease administrator assigned to the portfolio ensures the accuracy of the information to mitigate any potential risks such as missed payments, unintended lease renewals or lease compliance. Transwestern's goal is to quantify savings for our clients, increasing their return on investment.

WHY LEASE ADMINISTRATION SERVICES?

- Real estate ranks as one of the highest costs in business
- Increasing responsibility to provide quick and accurate information on assets
- Unintended lease renewals could cost a company millions

LEASE ADMINISTRATION SERVICES INCLUDE:

- Database development
- Portfolio management
- Tracking critical dates
- Extensive reporting
- Document management
- Contact management
- Lease audits
- Document storage
- Transaction management

CAPABILITIES:

- Document storage
- Track lease and project transactions
- Identify landlord/tenant liabilities
- Control vendor information
- Manage outgoing/incoming lease income or expenses
- Report real estate obligations

BENEFITS:

- Manage lease pending key dates
- Maintain optimal lease conditions
- Proactive approach to making lease decisions
- Time
- Expertise



WE UNDERSTAND YOUR CHALLENGES

Lease Issues:

- Missed Lease Options
- Unreconciled Invoices
- Inaccessible Lease Documentation
- Contract Compliance
- Unnecessary Lease Penalties
- Inaccurate Contact Information

Tenant Challenges

- Inconsistent processes
- Variation in lease documentation
- Rushed decisions

Vendor-centric Challenges

- Different lease contracts
- Changes in management
- Automatic invoice processes

Solutions:

- LEASE ABSTRACTIONS
- PENDING KEY DATE MANAGEMENT
- PORTFOLIO MANAGEMENT
- DOCUMENT MANAGEMENT
- LEASE EXPENSE AUDITS
- PROJECT MANAGEMENT

HOW WE MEET YOUR CHALLENGES



LEASE ADMINISTRATION DATABASES

Transwestern currently works with several different lease/project management databases, featuring:

- Ease of use
- Real-time visibility
- Breadth of reporting
- Customization to client's needs
- Document management
- Competitive pricing

CAPABILITIES:

- Notices can be automated
- Organize portfolio on multiple levels
- Glance at the entire portfolio
- Access to legal documentation, drawings and more
- Secured user access
- Create additional reports from portfolio information
- Ability to manage projects

BENEFITS:

- Internet accessible
- No added storage on-site
- Electronic copies of documentation