LEASE ADMINISTRATION

Centralize and automate lease administration processes to increase efficiency, reduce errors, and avoid penalties

Activities and Summary Tables:

- Reporting and Analysis by Buildings, Structures and Land Portfolio Types
- Recurring Costs by Month, Lease, or Item
- Lease Net Income by Month
- Lease Commitment Costs by Year
- Lease Base Rent Expenses by Year
- All Leases by End Date
- All Options by Expiration
- Lease, Building, Structure, & Land Details
- Personalized Alerts Mechanism
- Responsibilities Tracking
- Lease Amendments Tracking
- Recurring Costs Analysis
- Geographical Tool to Link to GIS

Plus Many More…

Organizations with extensive lease portfolios are faced with the daunting task of tracking numerous leases with varying expiration dates and equally variable terms of tenancy. Relying on manual processes to track and manage these leases can result in errors based on inaccessible or inaccurate information, missed renewal dates, internal customer frustration, and possible monetary penalties. Web-based Archibus Lease Administration provides a centralized repository, flexible dashboards, automated alerts, and more. Deploying the application will help streamline data entry, automate lease information-gathering and management, and improve analytic capabilities, all while providing a high service level at reduced cost.
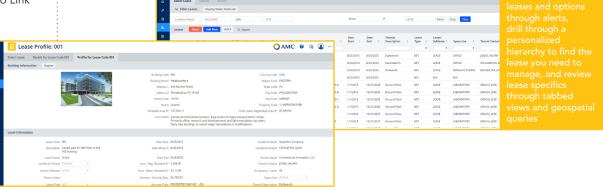
BENEFITS

- Automates processes for lease tracking and management
- Improves lease information access with consolidated single-screen views of key lease data using Lease Portfolio Console
- Streamlines tracking of landlord and tenant responsibilities to avoid unnecessary charges

- Minimizes errors and speeds data entry through intuitive prompts, reducing administrative costs
- Supports multi-currency and value added tax (VAT) costs

Proactively track leases and options through alerts, drill through a personalized hierarchy to find the lease you need to manage, and review lease specifics through tabbed views and geospatial queries

For more information, visit www.archibus.com/lease

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Automated Lease Tracking and Management

As the number of leases within a portfolio grows, managing the details of each represents an administrative challenge that cannot be overcome with conventional manual processes. An independent consulting group reports that organizations without optimized lease administration processes are missing between 2-5% of critical due dates related to their leases. The automated alert capabilities of Archibus Lease Administration provide reminders of upcoming lease and option due dates. Lease renewals are then executed — or assigned to other parties — in a timely fashion to maintain optimal occupancy rates and accountability for expenses.

- Monitor leases, options coming due, alerts and more from a single screen with the Lease Portfolio Console

- Improve overall real estate service levels with a comprehensive repository of lease information

- Automate tracking of leases, options due dates, and other events with lease alerts

- Assign three levels of urgency to alerts, personalized for Building, Structure, and Land portfolio types

- Issue alerts as emails or as flagged entries in the Lease Administration dashboard

Improved Data Access for Better Decisions

In addition to delivering a central repository for all lease information, Archibus Lease Administration simplifies access to the lease data and related financial information. Users can easily navigate through a list of leases in the selection tree view and filter or search the list for the required lease details and associated costs, options, amendments, and more. Optional GIS functionality delivers map-based perspectives of leases for improved visualization and analysis.

- Provide the framework for improved lease analytics to avoid costly errors or missed opportunities

- Simplify the selection and presentation of desired leases with associated costs, options, amendments

- Locate or edit leases directly from an easy to navigate dashboard

- Research costs by month, lease, or specific cost component using drill-down capabilities

- Summarize monthly recurring costs across the lease portfolio for an entire year according to user preferences, such as geography, cost category, or year

Accurate Charges and More Accountability

Leases can often be long, complex, filed-and-forgotten documents delineating responsibilities of tenants and/or building owners. When certain services are expected, one or both parties may not immediately recall who was tasked with arranging and paying for such services as snow removal, cleaning, basic repairs, and more. Archibus Lease Administration helps eliminate confusion and unnecessary charges by making lease abstracts, as well as all lease details and responsibilities, immediately accessible online so that services are delivered and paid by the obligated party.

- Eliminates time wasted locating and reviewing leases and specific responsibility clauses

- Confirms landlord versus tenant responsibilities thereby avoiding service delivery and payment confusion

- Provides immediate online access to lease details to easily validate invoices

Reduce Data Entry Burden

Archibus Lease Administration addresses data entry accuracy, data timeliness, and other challenges with an intuitive Add/Edit Wizard to improve efficiency and data integrity. The Wizard supports an easy step-by-step, data entry process that helps ensure correct data at all times so lease information always remains current, reliable, and actionable.

- Reduce manual effort needed to perform data entry and maintenance tasks with Add/Edit Wizard

- Define a new lease portfolio item or edit an existing one with ease using the intuitive Wizard features

- Use the Wizard's dynamic tabs to efficiently guide users through the steps necessary to add, modify, and/or delete lease information

- Reduce processing time and administrative overhead with faster data entry and greater accuracy

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