

WHAT IS YOUR SCORE?



RATE YOUR LEASE ADMINISTRATION PRACTICES AND DECIDE IF THE SCORES ARE CLOSER TO THE LEFT OR TO THE RIGHT. OUR TEAM CAN IMPROVE YOUR PROCESSES AND HELP YOU ACHIEVE YOUR GOALS.

NEED SOME HELP	1 2 3 4 5 6 7 8 9 10	WITH OUR HELP
My real estate files are fragmented and hard to find.	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	I have on-line, 24/7 remote access to all of my real estate files.
I need to read every lease to find out if we negotiated termination clauses.	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	I can run reports on isolated data sets to access information I need.
I think our real estate leases are abstracted but I do not know where they are.	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	I have comprehensive, accurate lease abstracts for each leased location.
I assume the statements I receive from my Landlord are correct.	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	I have reports showing all of my rent changes for each location and receive email reminders of the change.
I receive accurate statements and invoices for all non-recurring charges from my Landlord.	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	I have a lease administration team that reviews and verifies each invoice prior to submitting it for payment.
My cubicle is wallpapered with post-it notes that I use to track critical lease dates and other time sensitive items.	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	I receive email reminders and run standard reports of critical dates and other time sensitive action items. I am completely automated and integrated. My daily activities are focused and proactive.
My Landlord reviews my lease, rider(s) and any amendments before preparing my annual CAM statements.	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	I run reports which limit my exposure to chronic Landlord overbilling. I also have an audit team that ensures lease compliances.