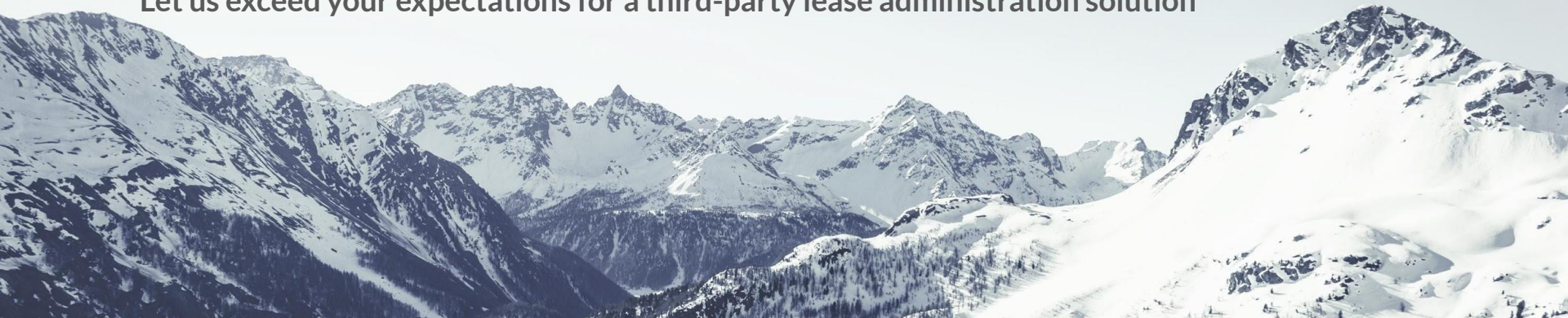




Lease Administration Proposal

Let us exceed your expectations for a third-party lease administration solution





Overview

Lease Administration is the function of gathering important data from your lease portfolio to create actionable information. This function of an organization is also responsible for the processing of payments based on the executed lease deals.

A well-trained Lease Administration department can make your data easily-available, prevent missing critical dates, and save you money with the proper understanding of the terms for the deals you've signed.





Problems to solve

1

Reduce Operating Costs

Lowering your cost for Lease Administration as well as lowering your cost for occupying the space so that you can spend more on your core business.

2

Increase Productivity

Enlisting a well-experienced Lease Administration team means the job gets done and done properly. There's little learning curve or training needed.

3

Improve Response Time

You have a question, but with improper documentation processes it can take time to get an answer. Creating policies and procedures will greatly improve this area.

4

Enhance Your Portfolio

A lease administration company knows what data is important, even if it doesn't seem important right now. Keeping track of this data will help you make better decisions.



Reduce Operating Costs

01

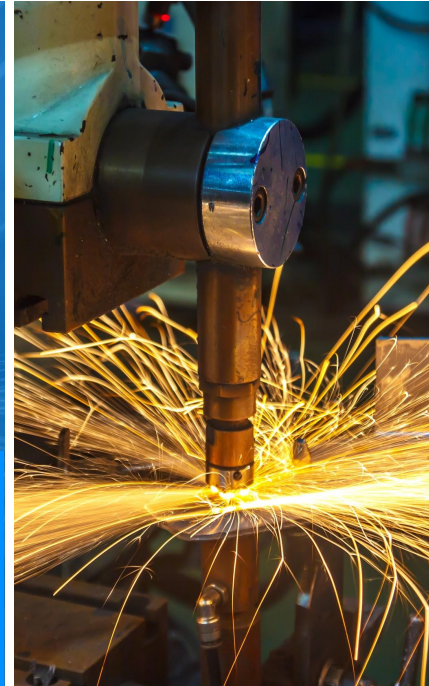
Primarily, utilizing an experienced Lease Administration team means you'll have access to more quality data. That means, you're going to have critical dates and notifications to make actionable decisions at the right time.

Additionally, paying for a Lease Administration team as an expense is more affordable than hiring employees to perform the same tasks. There's no office space or computers to pay for, no employee benefits, or payroll taxes. It's one controllable line item expense on your Income Statement.



DID YOU KNOW?

One missed critical date on a renewal option means you may be forced to move out of your location or stay longer than originally planned!





Increase Productivity

02

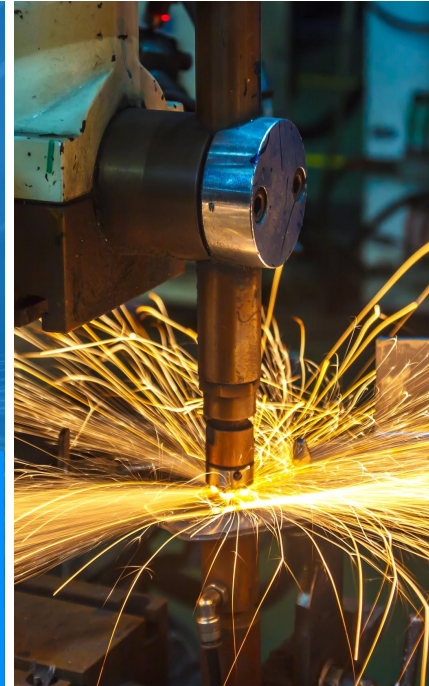
An experienced Lease Administrator hits the ground running. Once a lease administrator learns your business practices, everything else falls into place.

With the occasional check-in for odd or one-time scenarios, you'll be able to have the peace of mind of the Lease Administrator handling everything your leases require to be reported to the Landlord, paid as rents, and monitored for lease events. Communicating high-level details to you based on how you prefer to be informed.



DID YOU KNOW?

Your Leases may have limitations on them that a Landlord has not noticed, meaning they could be billing you incorrectly.





Improve Response Time

03

You've got questions, and you should have answers. Without proper lease abstraction and an accessible system to monitor the data, a simple question like "When does my lease at this location expire?" can be a hard one to answer.

Proper Lease Administration means not only can you answer that question, you can do so quickly, and have immediate access to other important information about the expiration such as what the space needs to look like upon vacate, the current balance on the ledger, and more.



DID YOU KNOW?

Without a process in place, it's easy for charges from the Landlord to go unnoticed, meaning you're unable to properly identify the balance on the lease ledger.





Enhance Your Portfolio

04

Lease Administration keeps track of all of your data for a reason. It's more than just paying rent on time and making sure you don't miss critical dates.

Good Lease Administration data helps you improve your business by letting you see what lease factors are increasing your operating expenses, which stores are performing better than others, and more.



DID YOU KNOW?

No two leases are alike, even if they have the same language. Location, Landlord, and other factors impact the costs of the lease and overall performance.





Why CapoLease?



By the Numbers

In addition to over 15 years of experience in the Commercial Real Estate industry, CapoLease spent 2019 reducing a single client's Operating Expenses by over \$90,000. This \$90,000 represents a 35% reduction from the originally-billed amount by the Landlords.

Experience

15+

Years of Experience in
Commercial Real Estate

Savings

\$90K

Saved for a Single Client in
2019 Operating Expenses

Reduction

35%

Reduction in Operating Costs
for a Single Client in 2019
against original billed amount



Flexible and Scalable

Your needs for Lease Administration are unique to your business and we can help support that need to whatever level is required.

CapoLease is easily scalable to meet those needs.

- 01 | Lease Administration
- 02 | Lease Auditing
- 03 | Operating Expense Reconciliation Audits
- 04 | Lease Administration Team Training
- 05 | Special Projects





Software Friendly

Maybe you already have a Lease Administration software of record or possibly you're looking for a solution in conjunction with your Lease Administration needs.

We can help consult on the best product for your needs, or use your current software. Or, if you'd rather not worry about a software contract, we can also house your data in a database we create and deliver your data through custom reports.





Full Support

Make the CapoLease team your Landlord's point of contact for the Lease Administration process and we'll collect, store, and respond to all of the Landlord's correspondence.

This removes you as an informational middle step and let's us get the correspondence handled faster. In our reporting to you, we'll let you know what was accomplished in the frequency that you'd like to be alerted.





Let's work together.

