

The logo for LeaseAccelerator, featuring a stylized icon of three slanted parallel lines to the left of the text "LeaseAccelerator".

LeaseAccelerator

LeaseAccelerator Real Estate Manager™

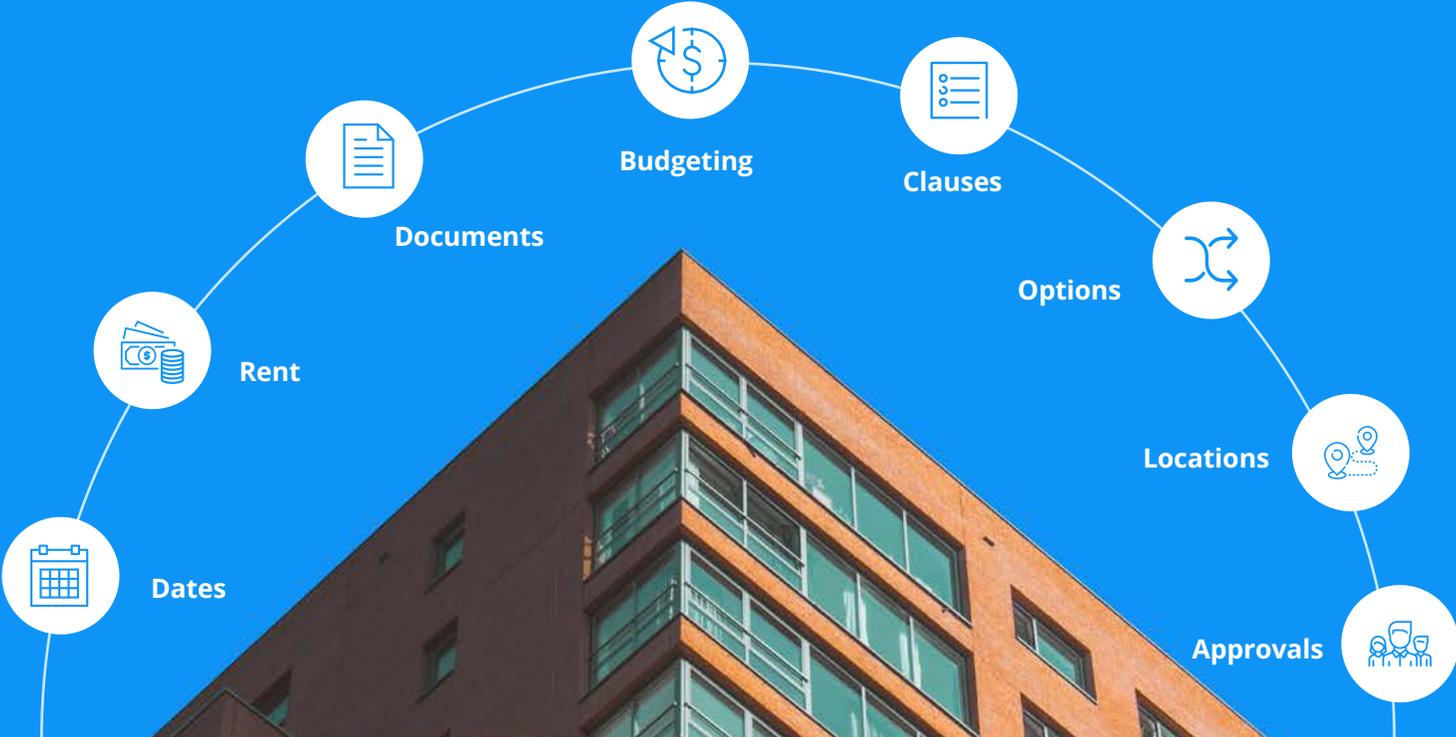
Real estate administration and compliance



Keep your real estate and financial reporting teams happy by meeting the unique needs of both organizations while maintaining a single, enterprise system for real estate across leased and owned property.

With Real Estate Manager, you can:

- 1.** Proactively manage your corporate real estate (CRE), including owned, leased and sublease arrangements.
- 2.** Share lease and property data with the accounting team.



Global real estate lease administration

With Real Estate Manager you can gain a bird's eye view of your global real estate portfolio. With our intuitive user interface, Real Estate Manager enables you to add clauses and data fields "on the fly." You can easily create the management reports you need using our drag-and-drop report-building functionality with robust filtering and sorting capabilities.



Business planning

Using our highly configurable graphical dashboards you can quickly identify high-rent locations, under-utilized office space, and potential compliance risks. You can perform short-term planning to evaluate needs following acquisitions, divestitures, or reorganizations as well as longer-term planning to align with your company's five-year business plan.



Expense tracking

Real Estate Manager enables you to track all real estate expenses including variable rents, operating expenses, insurance, taxes, and sundry charges. With all the information in a single, centralized database you can then report on expenses by business unit, geographic region, or legal entity.



Spend analysis

With complete, accurate, up-to-date information about your real estate portfolio, you can perform desktop audits to identify over-billing of operating expenses, incorrect rent calculations, and other invoicing errors.



Budgeting and forecasting

With all of your real estate contracts in a single system, you can generate forecasts for both expenses and income in upcoming fiscal years. Real Estate Manager enables you to set up property-level budgets and track actual versus expected cost variances by general ledger code.



Compliance reporting

Ensure that each of your properties remains compliant with local government regulations and contractual commitments to third parties. Real Estate Manager enables you to centralize all the documents related to building occupancy permits, fire safety certificates, elevator inspections, and environmental certifications such as LEED. You can also track progress towards emissions and decarbonization goals.

Centralized real estate data and documents

With Real Estate Manager, you can track all of your real estate documents in a single, centralized repository, including lease agreements, subleases, work letters, landlord correspondence, CAD files, plot diagrams, and estoppel letters. The files can be placed into categories that map to the way your processes are organized or portfolio is managed.

Manage the complete contract lifecycle for leases, subleases, and assignments from a customizable dashboard, including:



Location

Track the physical address, number of floors, and square footage of each space that you own or occupy. Visualize all the properties on the map with the ability to zoom in for a street-level view.



Rent

Manage all your fixed and variable rents including the underlying formulas, base year expenses, escalation caps, and market indices. You can also capture contract clauses related to responsibility for operating expenses, taxes, insurance, and sundry charges.



Options

Track expansion, renewal, cancellation, and right of first refusal options for all of your property leases in a single system as well as all of the critical dates associated with each. You can also track allowances for tenant improvements and other landlord obligations.



Contacts

For each property location you can track all of the details about the owner/landlord as well as the broker name, property manager, billing manager, and other key points of contact. You can also track the office manager for each property as well as the budget owner, human resources, and legal points of contact for each address.



Vendors

Manage the list of approved contractors associated with each property including general contractors and suppliers of custodial services, physical security, vending machines, and office signage, as well as their certifications and licenses.



Approvals

Track all of the approvals and consents obtained from property managers, landlords, or internal staff for each location, as well as from external authorities. Examples might include permission to film a video, approval to perform renovations, consent to update directional signage, or building permits and certificates of occupancy.

Real Estate Manager supports cross-functional requirements, providing value to teams throughout your organization:



Financial planning & analysis
Expense & income forecast for budget planning



Procurement & supply chain
Expense line item detail for spend analysis



Accounting & financial reporting
Journal entries for lease accounting



Human resources
Property details for workforce planning



Risk management
Property details for insurance



Space rationalization and emission tracking
Understand usage metrics

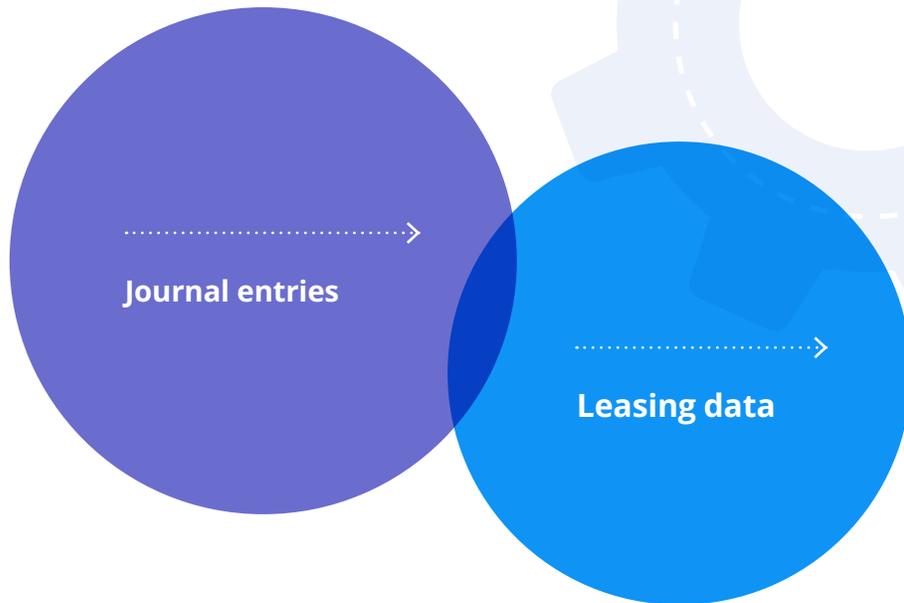


Corporate development
Property details for acquisition planning



Legal & compliance
Safety inspections & data for regulatory compliance

Integrates with our global lease accounting engine



Lower your costs with automation

Automate the workflows associated with your property leases as well as any change to property contract or assignment arrangements you have with tenants. Real Estate Manager provides automation for many of the key activities in the contract lifecycle, including:



Invoice-to-pay

Schedule recurring payments for rents, which will then automatically appear in the designated manager's work queue for review and approval each month. Allocate line items on each invoice to different cost centers monthly. The system allows for batch approvals of invoices and submissions to accounts payable.



Critical dates

Track options to expand or contract space throughout the term in addition to market and rent reviews. You can automate the workflows for end-of-lease terminations and renewals to ensure you do not miss out on opportunities to renew at pre-negotiated rates. Once decisions are made, the application can route communications to landlords and internal stakeholders.



Lease contracts

Store all lease contracts and property documents in a centralized repository that tracks rent, clauses, options, and terms for each lease. Manage the key business processes for leases, including generating monthly invoices, handling rent changes, and addressing renewals and terminations.

Assign tasks to a work queue of real estate professionals. The tasks are highly configurable and could include tasks from annual safety inspections to reviewing insurance coverage.



Real Estate Manager enables you to manage your leased and owned real estate in a single enterprise system that is integrated with lease accounting. From office space and retail stores to manufacturing plants and distribution centers, you can track critical dates, options, clauses, and rent changes across your global portfolio. Thousands of users rely on our Software-as-a-Service (SaaS) platform to manage and automate 900,000 leases valued at \$150 billion across 2 million assets in 142 countries that generated 8 billion journal entries.

To learn more visit www.leaseaccelerator.com

