



# Real Property & Lease Management

Track and evaluate your properties' operational and financial performance on an individual or portfolio basis

Real estate is often an organization's highest value asset, so it is critical to recognize the cycles and trends that impact your properties and develop a strategic plan to address risks and opportunities. As your organization makes decisions about its property portfolio – such as leasing, acquisition, and disposition – it is crucial to quickly access accurate information on which to base these choices. The ARCHIBUS Real Property & Lease Management application lets renters, lessors or owners record, manage, and analyze detailed real estate and lease information to assess the portfolio, mitigate risk, and improve profitability.

## Activities and Reports include:

- Property Abstract
  - Property Summary
  - Property Cost Analysis
  - Budget Project by Property
  - Cash Flow
  - Leases and Base Rents
  - Leases and Options
  - Leases Coming Due Alerts
  - Options Coming Due Alerts
  - Highlight Vacant Suites
  - Overdue Taxes
  - Tax Cash Flow
  - Highlight Regulation Areas by Property
  - Depreciation Schedules for Property Assets
  - Property Cost Projections
  - Lease Financial Summary
- Plus Many More...**

## Benefits

- Improves performance of leased and owned properties through financial and operational benchmarking
- Generates summary reports to forecast opportunities and identify investment risks
- Accelerates property return-on-investment by optimizing space utilization
- Incorporates GIS capabilities for graphical portfolio representation to improve analysis of real estate metrics

**Property Abstract Page 1**

Records for Property Code: 1 HARRISON PARK

Graphic - Map		Graphic - Property	
Property Name:	Harrison Corporate Park	Value:	\$7,000,000.00
Location:	1802 Market Street	Date Book Value Assessed:	01/01/2007
City Code:	PHILADELPHIA	Date Market Value Assessed:	10/01/2006
State Code:	PA	Purchase Price:	\$9,000,000.00
Postal Code:	19103	Value - Book:	\$7,000,000.00
Site Code:	MARKET	Value - Assessed Prop. Tax:	\$7,000,000.00
Country Code:	USA	Value - Assessed School Tax:	\$6,000,000.00
Description:	TAX PARCEL	Area - CAD:	200,649.69
Property Uses:	COMMERCIAL	Land Acres:	5.000
Property Status:	OWNED	Parking Acres:	2.000
Zoning Type:	COMMERCIAL	Area - Parcel:	200,649.69
Vicinity Type:	RESIDENTIAL	Area - Bldg. Int. Gross:	30,305.69
Property Fronts On:	Residential	Area - Bldg. Usable:	22,978.60
Highway Distance:	2.00	Area - Bldg. Est. Rentable:	27,000.00
Airport Distance:	20.00	Area - Bldg. Rentable:	26,444.57
Number of Buildings:	6	Area - Parking:	54,141.36
Property Occupancy:	2,000	Area - Permeable:	113,690.91
Primary Contact:	MS. JANE SWEENEY	Area - Non-Permeable:	54,141.36
Percent Owned:	100.00	Area - Lease Measured:	11,107.90
Tax Rate - Property:	0.028571	Area - Lease Negotiated:	11,500.00
Services Used:	GAS, ELECTRIC, SEWER, WATER		

The Property Abstract report summarizes fundamental property information, including its assessed value, areas, and images



### Align Real Estate Plans with Business Plans

Review current and upcoming vacancies to better plan leasing options and opportunities. Whether it is time to expand, sell, or terminate leases, the application provides important information such as property vacancies and accurate space measurements. Calculate standards across multiple properties, such as cost per occupant or cost per square foot or meter. The figures are derived from a consistent summary source, making it easy to compare these various criteria. ARCHIBUS Real Property & Lease Management gives you the power to leverage this information when negotiating leases or purchase prices.

- *Limit risk by using automated ticklers to warn when lease options expire, activities are due, or tenant leases are expiring*
- *Provide detailed property abstract reports and statistical summaries*
- *Negotiate contracts using cost history reports based on maintenance and management expenses*
- *Locate vacant suites at a glance for future tenants*

### Monitor Property Costs and Conditions

Account for all costs associated with property management and justify new expenditures. For example, you can determine projected operating costs for each owned or leased property, including any property taxes. Chargeback features let you charge departments or other entities for their proportionate share of a tax bill, based on the amount of space they occupy. Closely monitor taxes by incorporating a tax budget and projection plan with tickler reports to remind you of assessments and tax payment dates. In addition, you can cross reference invoices to lease agreements as a way to ensure accuracy. In this way, both Operations and Accounting departments can make better real estate related decisions.

- *Ensure regulatory compliance by tracking requirements, recording compliance issues, and maintaining a record of requirements to avoid financial penalties*
- *Record property tax expenses and prepare budgets for future tax payments*
- *Evaluate the profitability of your properties and overall financial portfolio*
- *Record and analyze trends of any given property for making future business decisions*

### Evaluate and Optimize Space Usage

Determine how efficiently your space is being used by integrating intelligent CAD plans with your real estate database. Create occupancy plans, master lease and stacking diagrams to highlight vacant, rentable space, or to identify and reclaim space that is currently not included in any negotiated lease area. The application also helps ensure that each department contributes appropriately to property expenses. Its flexible chargeback features will proportionally distribute charges among tenants according to the area they occupy.

- *Document all lease-related costs and charge them to the appropriate departments or tenants*
- *Call up a general overview of all your properties, and highlight details on outstanding issues*
- *Track total holdings across regional and/or national boundaries, organizing properties by geographical area*
- *Seamlessly track depreciation of property assets with the integrated ARCHIBUS Furniture & Equipment Management application*

### Enhance Functionality with GIS Deployment

The Real Property and Lease application can take advantage of the ARCHIBUS Geospatial Extensions for ESRI and enable portfolio managers to get an improved, “real world” context for their real estate decisions.

- *View your property vacancies, lease expirations/ renewals, and other key performance indicators within an integrated, three-dimensional picture*
- *Easily correlate geospatial information such as street maps, satellite data, and demographics to your own portfolio of properties, leases, buildings, and assets*
- *Leverage geospatial information to plan and strategize your real estate portfolio goals*

For more information, visit [archibus.com/rplm](http://archibus.com/rplm)

