The Lease Adminstration Scorecard

To help you, evaluate your current lease administration practices and clearly understand the impact on your bottomline, try *The Lease Administration Scorecard.*™ Rate your reactions to each pair of phrases. Decide where you lie on the scale from 1 to 10. Add up your total from each column. Contact us at 207-780-1152 and speak to one of our advisors to understand the significance of your score.

Our real estate files are fragmented. I usually spend some time hunting for the document I need.	1	2	3	4	5	6	7	8	9	10	I have on-line, 24 x 7 remote access to all my real estate files.
My Landlord calculates and double checks the % rent statement prior to billing me. So I know with certainty that base rent changes are reflected in the calculation of natural BP's and/or my Breakpoints and Sales are accurate.	1	2	3	4	5	6	7	8	9	10	I quickly and efficiently check my % rent liability. All I need to do is enter the lease year start and end dates and click submit.
I spend hours, even weeks, preparing the real estate budgets each year. It's my favorite time of year. It's a blast!	1	2	3	4	5	6	7	8	9	10	I can create a store real estate budget in two clicks of a mouse, all while preserving any expense caps. The budget is easily downloaded in Excel format.
I think we negotiate kick out clauses in our leases??? But without reading every lease, rider, amendment, etc… I don't know.	1	2	3	4	5	6	7	8	9	10	My Lease abstract report identifies if I have a kickout option. I receive email reminders notifying me of the upcoming kickout date.
We spent days/weeks researching lease administration software programs and the ROI. Everyone recognizes the need and potential benefits, yet no one wants to put it in the budget.	1	2	3	4	5	6	7	8	9	10	I made an investment in Leaselogistix and I recovered my initial investment...and then some, in the first 6 months.
I use Lotus Note and/or Excel Spread sheets and other databases to track critical dates, to create budgets and to create various store benchmarking reports. I spend several hours a month reconciling all the data and reports. I wish there was an easier more efficient way to produce meaningful management reports.	1	2	3	4	5	6	7	8	9	10	I can run various benchmarking reports that compare and rank stores including sales, store profitability and occupancy costs. All I need to do is enter a report start and end date. I can easily import and upload sales and rent expenses.
Someone in the company, started to abstract our leases. If they exist, they are in paper format in the real estate file cabinet and who knows if the information is accurate and current????	1	2	3	4	5	6	7	8	9	10	I have comprehensive lease abstracts, based on current and accurate data, for each store. I can read a clause and click on the clause to view the entire document.
I rely on my Landlord to send me statements for base rent changes.	1	2	3	4	5	6	7	8	9	10	I can email the accounting department a report showing all the rent changes by store. I also receive an email reminder of the rent change.
My cubicle is wall papered with the post it notes, calendars and Excel spreadsheets that I use to track lease renewal dates, expiration dates and other time sensitive, critical action items.	1	2	3	4	5	6	7	8	9	10	I receive email reminders of critical dates and other time sensitive action items and I can run a number of standard reports which display these critical dates. I operate confidently because I am completely automated and integrated. My daily activities are focused and proactive.
My Landlord reviews my lease and rider and any amendments before preparing my annual CAM statement.	1	2	3	4	5	6	7	8	9	10	I can run a report which verifies the Landlord CAM billing against my negotiated CAM caps, CAM exclusions, restrictions and base year caps. Thus, I have limited my exposure to chronic Landlord over billing.
I would like to maximize my use of the software I just purchased…some day. For now, I have to figure out how to abstract all the leases and populate the database, and input quality data.	1	2	3	4	5	6	7	8	9	10	I have a total solution. I have 24 x 7 remote access to real estate documents, abstracts and reports. My solution is delivered turnkey, so I can immediately begin using the technology…and I recovered my investment within the first few months of delivery.
COLUMN TOTALS:											
If your score is:											
11-50											
51-89											
89-110											