

## Intelligent Workplace Management<sup>SM</sup>

### AiM™ Lease Management

Whether the properties you manage are owned, leased or subleased, having access to critical business information is crucial to effective decision-making. Having that information in one place translates into greater organizational efficiency.

The AiM Lease Management module offers a robust lease administration solution that enables users to track and manage a comprehensive database of lessors, lessees and lease requisitions. It tracks lease renewal options, payment options and lease collections for both payable and receivable leases.

The Lease Management module also stores contractor information, the effective date, type and class of lease, and related property information including rentable and usable square footage, available parking area, brokerage information, lease options, and payment information. Separate screens are provided for:

- Payable leases
- Receivable leases
- Lease invoice approval
- Lease invoice adjustment
- Lease invoice generation



Because the Lease Management module is fully integrated with AiM's Property Management, Work Management and Accounts Payable modules, maintenance and accounting information can be tracked for each leased property. The broader capabilities of the Lease Management module include:

- Analysis of current lease costs versus forecasted costs for budgeting or expense management
- Creation of rent rolls for lease payment and/or distribution
- Maintenance of a central repository for all lease documents, including abstracts and actual leases
- Centralization of all contact information, including brokers, internal contacts, and contractors