

Lease Management of Real Estate

Syllabus

Section one - Basics

- New account staffing assessment
 - Swift and thorough evaluation
 - Examining all possibilities
- Insurance protection
 - Owner / vendor insurance certification
- Crisis prevention programs
 - Proper inspection - investigation
- Maintenance - energy management
 - Thorough inspection
 - Continual monitoring programs

Section two

- Standard operating procedures
 - SOP Manual

Section three

- Budget and fiscal reporting
 - Budgets - Reporting
 - Variance analysis
 - Income - Expense analysis
 - Forecasting
- External publications

Section four

- Five basic lease requirements

Section five

- Lease Types

Section six

- Standard lease covenants
- Lease summarization

Section seven

- Lease recoveries - overview
 - Expense recoveries
 - Insurance recoveries
 - Property tax recoveries
- Lease recoveries - details

Section eight

- Market premises
- Negotiate lease
- Premises build-out

Section nine

- Manage the leases
 - Tenant communication
 - Billings
 - Relations

Section ten

- Legal

Lease Management, Real Estate 2001

Herb Liverett

Donna Clark