

Lease Management



One-Stop Shop for Lease, Property, and Space data

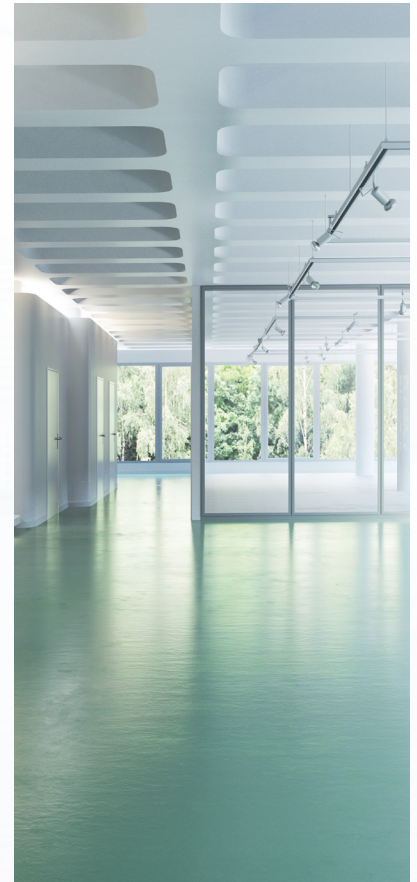
Lease Management in AiM allows you to track who, what, and when space is being leased in the same system of record with your real estate & property, space, and maintenance data. Track lease options, amendments, and end dates so you can do proper forecasting. Automate payments so you don't lose out on revenue or waste time on manual invoice entry. Whether you have payable or receivable leases, you can track them all with AiM Lease Management!

Key Benefits

- Integration with Real Estate and Property Management and Space Management helps you stay current with location changes and square footage data, leading to more accurate square footage lease management and forecasting.
- Integration with Operations & Maintenance helps you maintain your leased space along with your owned space.
- Define which maintenance items are the responsibility of external contractors as part of the lease agreement, freeing up the internal facilities maintenance team from unnecessary work.
- Automated invoice/payment processes removes the need for resource-intensive manual paperwork or data entry that is usually fraught with errors and missing information.

Solving Your Lease Problems

- **You're losing income due to the lack of effective payment management.** Define your lease payment schedule and use the automatic invoice generation feature to create future payments.
- **You're unable to forecast potential lease revenue or expenses.** Define your lease payment schedule and use the automatic invoice generation feature to create future payments.
- **Ineffective management of lease options and amendments leads to the potential loss of revenue or increased costs.** Track lease options and amendments in AiM so you don't miss out on potential lease revenue.
- **Your lease system is not linked to property management or space management, resulting in error-prone estimates and double entry of data.** Lease Management in AiM is part of the system of record for property, space, and maintenance data.





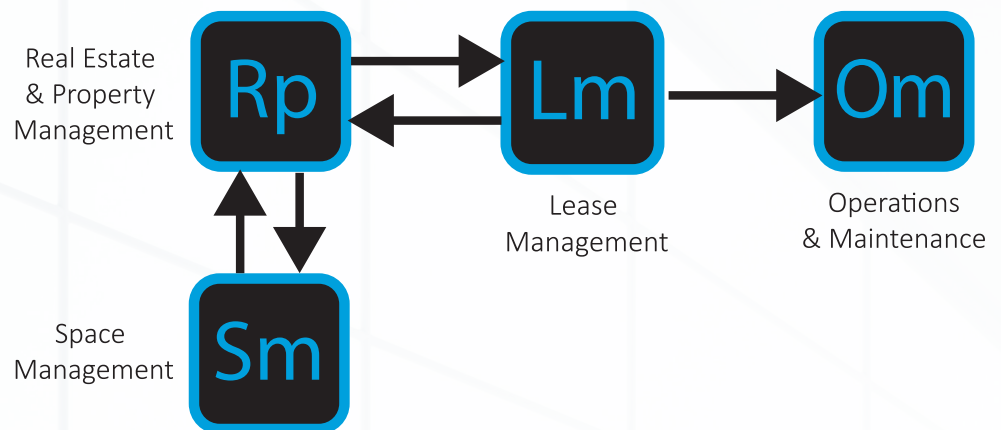
Lease Management

A Unique Approach

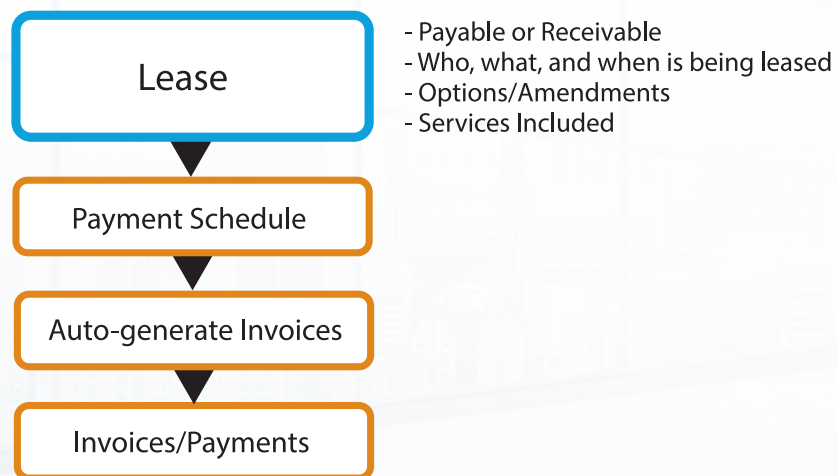
Lease Management in AiM is not a stand-alone, silo system, but is instead part of a broader Integrated Workplace Management System (IWMS). This includes integration with Real Estate & Property, Space Management, and Operations & Maintenance data that is tracked in the same system.

How It Works

Interaction with other modules



Lease Workflow



What You Get

| | |
|--|---|
| Payable and Receivable Lease Management | Lease Invoice or Payment Tracking and Approval |
| Automate Invoice/Payment Generation | Option/Amendment Tracking |
| Integrated to Operations and Maintenance | Integrated to Real Estate and Property Management |
| Integrated to Space Management | Reporting |



Lease Management

Payable Lease

Payable Lease (Last Edited by Josh Carr On 6/3/19 9:50 AM)

1008 | Status: **EXEC**

STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103

Type: 2 YR
Lease Class: A
Remainder Sqft: LESS THAN 1000 SQFT
Remainder Sqft: 3,337.95

Contractor: CLEESE AND CO. | **Institution:** AZ-SU | **Region:** AZ
CLEESE AND COMPANY | ACME UNIVERSITY ARIZONA | ARIZONA
Address Code: 1001 | **Department:** PHOENIX | **Facility:** BSE
ATHLETICS DEPARTMENT - PHOENIX | PHOENIX STUDENT UNION
Organization: PHOENIX STUDENT UNION
Lease Administrator: J. Carr | **Property:** PHOENIX
A2
B006

Location

| Location | Floor | Description | Space Type | Location Type | Capacity | Remainder Sqft |
|----------|-------|-------------|------------|---------------|----------|----------------|
| 101 | 1 | Union 101 | USABLE | 50 | 50 | 1,112.45 |
| 102 | 1 | Union 102 | USABLE | 50 | 50 | 1,112.45 |
| 103 | 1 | Union 103 | USABLE | 50 | 50 | 1,112.45 |

Tracks leases, including who is leasing, what space is being leased, milestone dates, payment schedules, lease options/amendments, and what services are covered by the lease

Lease Invoice Generator

Lease Invoice Generator (Last Edited by Josh Carr On 6/3/19 9:50 AM)

1001 | Finalized: Yes

STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103

End Date: Jan 31, 2020

Contractor: CLEESE AND CO. | **Institution:** CLEESE AND COMPANY | **Lease Number:** 1008
Address Code: 1001 | **Department:** PHOENIX
Organization: PHOENIX STUDENT UNION

Invoices

| Transaction | Lease | Lease Number | Description | Lease Date | Invoice Date | Series | Frequency |
|-------------|-----------------------|--------------|--|-------------|--------------|--------|-----------|
| 1001 | CLEESE AND CO. / 1008 | 1008 | STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103 | Dec 1, 2019 | Jul 1, 2019 | 1 | MONTHLY |
| 1002 | CLEESE AND CO. / 1008 | 1008 | STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103 | Dec 1, 2019 | Aug 1, 2019 | 1 | MONTHLY |
| 1003 | CLEESE AND CO. / 1008 | 1008 | STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103 | Dec 1, 2019 | Sep 1, 2019 | 1 | MONTHLY |
| 1004 | CLEESE AND CO. / 1008 | 1008 | STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103 | Dec 1, 2019 | Oct 1, 2019 | 1 | MONTHLY |

Automatically generate lease invoices based on the payment schedule defined for each lease.

Payable Lease: Payment Schedule

Payment Schedule (Last Edited by Josh Carr On 6/3/19 9:50 AM)

1008 | STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103

Series

| Series | Description | Start Date | End Date | Frequency | Amendment | Option | Total Amount |
|--------|---------------|-------------|--------------|-----------|-----------|--------|--------------|
| 1 | 2019 - Year 1 | Jun 3, 2019 | Dec 31, 2019 | MONTHLY | | | \$1,050.00 |
| 2 | 2020 - Year 2 | Jan 1, 2020 | Oct 16, 2020 | MONTHLY | | | \$1,160.00 |

Define payment dates and amounts for the lease

Lease Invoice

Lease Invoice (Last Edited by Josh Carr On 6/3/19 9:50 AM)

1002 | Status: **COPY**

2019 | Lease Number: 1008 | STUDENT UNION - FLOOR 1 - E WING OFFICES 101 - 103

Series: 1

Contractor: CLEESE AND CO. | **Invoice Number:** 1009-1 | **Currency:** USD
CLEESE AND COMPANY | **Invoice Date:** Aug 1, 2019
Address Code: 1001

Terms

| Item | Amount | Rate | Total |
|--------------------|-------------|------|-------------------|
| Base Rent | \$0.10 / SF | | \$1,050.00 |
| Operating Expenses | | | \$0.00 |
| Execution Cost | | | \$0.00 |
| Tax 1 | | | \$50.00 |
| Tax 2 | | | \$0.00 |
| Tax Refund | | | \$0.00 |
| Total | | | \$1,050.00 |

Track individual lease payments

Integral To:

Real Estate & Property (Lease) Managers

Facility Managers

Space Planning

Why AssetWorks

A leader in Integrated Workplace Management Software (IWMS), AssetWorks provides a single, unified platform for all of your facility management needs. A veteran team with 25+ years of domain experience, we are dedicated to continued innovation and constantly listening to your feedback and ideas for improving our current products. At AssetWorks, we're more than just an IWMS solution; we're a family dedicated to the successful management of your organization or community.



ReADY
Web
Engagement



AiM
Enterprise
IWMS



AiM IQ
Business
Intelligence



Go
Field
Apps

Ready to exert more control over your real estate and assets?

Reach out to explore how at (800) 659-9001 or facilitiesales@assetworks.com