

SERVICE DELIVERY OPTIONS	LEASE ESSENTIALS	DATA MANAGEMENT	DATA+RENT MANAGEMENT
• Best-in-class, cloud-based lease administration technology	✓	✓	✓
• Single point-of-contact	✓	✓	✓
• Scan lease documents and upload to appropriate record	✓	✓	✓
• Abstract key lease data points into database, incl. critical dates & base rent	✓	✓	✓
• Tracking of missing critical data/documents	✓	✓	✓
• Monthly critical date reports	✓	✓	✓
• Powerful analytics dashboards through Portfolio Optimizer	✓	✓	✓
• Targeted lease audits where mutually agreed between parties *	✓	✓	✓
• Proactive critical date reviews		✓	✓
• Clause abstraction		✓	✓
• Client-configured playbooks/process development		✓	✓
• Custom reporting available *		✓	✓
• SOC 1 or equivalent compliant processing environment		✓	✓
• Report on tenant improvement lease language and associated critical dates		✓	✓
• Report on security deposits		✓	✓
• Estoppel and SNDA review			✓
• CBRE becomes a notice copy to client's leases and receives invoices from landlord			✓
• Landlord dispute resolution and ongoing vendor maintenance			✓
• Review landlord billings for mathematical accuracy, lease compliance			✓
• Variance reports summarizing monthly changes to rent roll			✓
• Provide monthly payables export file for upload to client's accounting system			✓
• Sublease management including invoicing, expense pass-through billing, aging and delinquency reporting			✓