



Low-cost, high-quality, reliable & scalable lease abstraction services to meet your needs!

Managing key lease terms and critical dates is a complex task especially because of the paperwork involved. RE BackOffice's Lease Abstraction Services help you remain updated with the critical details of the leases in your portfolio. Our Lease Abstraction Services ensures you have access to vital data at the right time.



HOW RE BACKOFFICE CAN HELP YOU?

Leases contain critical financial and non-financial data. While it becomes important to be aware of the information present in the leases due to their legal nature, accessing the right data at the right time become a challenge. This is where we come in. At RE BackOffice, we have a team of lease abstraction specialists that can deliver accurate abstracts of your leases to you in a timely manner.

Based on the data contained in your lease, our team can extract the following information—

- Critical dates including, but not limited to, date of lease, renewal, expiration, notice dates
- Payment terms including, but not limited to, rent, administrative/management fees, security deposit, penalty fees
- Key clauses including, but not limited to, lease terms and other significant rights and responsibilities
- Rent escalations and estimates of rental payments during future terms and option periods
- If you have a specific format that you have already developed, we can deliver the abstracts customized as per your requirements, so that the consistency is maintained. If not, we have a comprehensive in-house RE BackOffice format for lease abstracts that you can use.

WHY RE BACKOFFICE?

- Lease abstraction is a time-consuming and tedious process. By allowing us to step-in and abstract the lease, you can focus on the core areas of your business that warrant your attention
- By providing you timely access to crucial data, our lease abstracts can prove to be a significant value-addition to you
- Our Standard Operating Procedures for data abstraction are well-documented and ISO 9001:2000 certified
- We have successfully completed over 100,000 Lease Abstractions and Audits of numerous types of leases including Ground Leases, Cell Towers, Retail, Office and Industrial Properties
- Our team is well-trained and highly experienced, thus capable of producing a quality output of 1000+ lease abstracts/audits per month
- We have a 3-tier Quality Control System driven by the Six Sigma process to ensure superior quality output
- Well versed in various abstraction interfaces including Virtual Premises, RE Info, RE Flex, Quorum, Leosoft, Class, Prolease, JDE, MRI and more!

- Deliverables in multiple formats including XML, PDF and Microsoft Excel and Word or have the results directly updated on your custom interface depending on your requirements
- Our lease abstraction services are also highly cost-effective, with basic abstraction services starting at prices as low as \$50
- We offer you 24X5 support during the course of the abstraction project
- We also provide value-adding ancillary services such as PDF Bookmarking, PDF Document Tagging and Data Migration for leases
- We enhance client experience and create transparency by deploying our web-based Lease Project Management System -ProjectTrack, for managing your Lease Abstraction Projects
- We understand the sensitivity involved in lease abstraction, which is why we are in the process of obtaining ISO 27001:2005 for Data Security (IT)

WHAT TYPES OF LEASES DO WE WORK WITH?

We at RE BackOffice have extensive experience abstracting leases from varied verticals. These include -

- Regulatory/legal documents
- Insurance certification documents
- Loan/mortgage agreements
- Equipment leases
- Commercial Real Estate leases for
 - *Retail properties*
 - *Industrial properties*
 - *Office properties*
 - *Telecommunication towers*

OUR CLIENTS

Our client base consists of industry leaders from various verticals. Some of them are -



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ABOUT RE BACKOFFICE

RE BackOffice has been providing superior quality Real Estate Services and Solutions since 2006. Headquartered in Pittsburgh, PA, RE BackOffice follows an off-shore business model which enables it to offer services at the lowest costs. With over 5 years of experience in Lease Abstraction, RE BackOffice has successfully completed over 25,000 abstracts. RE BackOffice also provides Market Research, Argus Modeling and Marketing Support Services.