



Web-Based Contracts, Lease and Documents Management

An innovative and practical way to reduce costs and better manage your business practices



PropertyTract was designed to help its clients achieve a higher rate of return by improving visibility of opportunities to evaluate and consolidate vendor contracts, renegotiate annual service contracts through cost comparison, reduce internal audit control and compliance costs, improve administration of leases and access to lease provisions, easily create and access asset management reports and creation of more effective due diligence databases.

FOUNDED BY REAL ESTATE EXECUTIVES

The PropertyTract solution provides a searchable inventory of your contracts, leases and business-critical documents and maintains all certificates of insurance, letters of credit, chain-of-trust agreements and due diligence documents in a centralized and secure location for real-time access and management. If addendums or attachments are required to make an agreement compliant, users can easily add the information to the contract file. If a new lease, contract or lease abstract is necessary, the old agreement or lease abstract will be archived as an attachment to the new version.

RETURN ON INVESTMENT

ROI from PropertyTract begins immediately and multiplies over time. With no implementation costs and no reliance on your IT staff as well as the cost avoidance from missed expirations and other critical dates, the benefits are significant and instant.

PropertyTract is helping real estate organizations improve visibility and control of their real estate portfolios, lease agreements and contractual obligations, as well as, enhance compliance and streamline workflow.

LEASE ADMINISTRATION

PropertyTract enables more efficient lease administration through an innovative new lease abstract tool, dramatically simplifying the abstraction of key data into reportable fields. Users gain instant visibility of all aspects of their leases across their entire portfolios. Automatic system alert notifications of pending lease expirations, CPI adjustments and any other vital provisions help to eliminate costly errors and improve overall profit margins.

CONTRACTS ADMINISTRATION

PropertyTract provides real estate organizations with a digital searchable database to manage building maintenance contracts. PropertyTract enables real estate professionals and portfolio managers to view their building's database from anywhere to instantly determine:

- Which service contracts are in place and in full force and effect
- If vendor Certificates of Insurance (COI) are in place
- If the contractual unit of square foot charges are reasonable and comparable to other buildings
- If numerous contracts with the same vendor can be consolidated to increase efficiency and lower costs

ASSET MANAGEMENT REPORTS

PropertyTract can be used to create, store and distribute various types of asset management reports for access at any time by users with the appropriate PropertyTract user access. These reports include:

- Lease Expiration Schedules
- Capital Expenditures and Budgets
- Rental Rate Analysis
- Financial Statements and Projections

DUE DILIGENCE DATABASE AND REPORTS

Should an organization make the decision to sell an asset, PropertyTract can assist in the timely creation of a due diligence database. In addition, PropertyTract can convert electronic files received from a seller during acquisition of property into "easy to access and reference" due diligence documents.