

Lease Administration

Our team uses cloud-based systems to track critical dates, manage data holistically and uncover cost savings.

Our experts have cross-functional backgrounds in lease administration, accounting, corporate real estate and real estate law, ensuring lease compliance while identifying potential risks and prospective opportunities.

Our services include:

- Contract Data Management
- Global Rent Management/Payment
- Rent Receivable Billing & Collection
- Desktop Reviews and Lease Audits
- Transition Management
- Multi-Language Abstraction Capability
- FASB/IFRS Lease Accounting Support
- System Evaluation & Implementation
- Portfolio Reporting & Analytics
- Lease Administration Consulting

OUR KEY DIFFERENTIATORS

Cost Savings and Recoveries

With nearly 7,000 brokerage experts in 480 offices globally, we're empowered to provide transaction and advisory services across all geographies and asset types for clients in every industry.

Multi-Platform Expertise

We assess the specific needs of our clients and recommend the best third-party technology, not the other way around. Our Lease Administration team is well versed in the leading platforms, leveraging technology to assemble, maintain, track and report information across a portfolio.

Accurate Data for Portfolio Planning

We recognize the importance of accurate data and have structured our teams to provide best-in-class quality control processes. This ensures that accurate and complete information is captured and any potential risks are identified and mitigated.

Performance Management

Working collaboratively with our clients, we establish key performance indicators to measure overall quality and performance. Clients have the opportunity to evaluate the service levels they receive on a monthly, quarterly and yearly basis.



ABOUT NEWMARK

We transform untapped potential into limitless opportunity.

At Newmark, we don't just adapt to what our partners need—we adapt to what the future demands. Our integrated platform delivers seamlessly connected services tailored to every type of client, from owners to occupiers, investors to founders, and growing startups to leading companies. We think outside of boxes, buildings and business lines, delivering a global perspective and a nimble approach. From reimagining spaces to engineering solutions, we have the vision to see what's next and the tenacity to get there first.

CONTACT

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Tier 1

Newmark Provides Critical Data Management

- Centralized database of lease documents
- Abstraction of lease documents
- Maintain and update data
- Track critical dates
- Standard reporting

Tier 2

Newmark Provides Rent File to Client

All elements of Tier 1 plus:

- Review of invoices and upload to database for inclusion in rent report
- Monthly rent report generation for upload
- Subtenant management
- Reconciliation of cash receipts
- Verification of lease-related financial obligations
- Enhanced reporting
- Desktop review of annual expense reconciliations and identification of cost savings

Tier 3

Newmark Delivers Rent to Landlords

All elements of Tier 1 and Tier 2 plus:

- Processing and delivery of rent payments
- Invoicing and collection of subtenant rent
- Bank reconciliation and business controls
- Annual processing of applicable year-end tax data/forms