

# WHAT IS IN SCOPE?

## Service Offerings Comparison

	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, including critical dates and recurring charges	✓	✓	✓
Report on missing data/documents	✓	✓	✓
Monthly critical date reports	✓	✓	✓
Powerful analytics dashboards through Portfolio Optimizer	✓	✓	✓
Clause Abstraction		✓	✓
Customized Playbooks/Process Development		✓	✓
Custom Reporting available *		✓	✓
Targeted lease audits where mutually agreed between parties *		✓	✓
SOC 1 or equivalent compliant processing environment		✓	✓
CBRE becomes a notice copy to Client's leases and receives invoices from landlord			✓
Landlord dispute resolution and ongoing vendor maintenance			✓
Estoppel and SNDA Review			✓
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			✓
Collect outstanding security deposits			✓
Report on Tenant Improvement allowances and associated critical dates			✓

\* Additional fees may apply