

Lease Abstraction & Administration Services



OHI

Real Estate Outsourcing Specialist

Why Outsource



Cost Efficient

Realize cost reductions of 40-50% on your existing staffing costs and overheads. Clients have got annualized savings upto \$200,000* through our services.

Experience

Staff with at-least three/four years of experience in real estate and asset management in a lease administration or accounting in AR, reconciliations, and tenant accounting. They have a Bachelor's degree in Business, Accounting, or Finance with most of them having advanced degree in business administration or accounting.



Time Saving

Senior members of your accounting team can devote more time to important financial and business issues as OHI takes care of the transactional work. Also, Work Gets Done Faster - Due to time zone difference, we work during USA night time. This means faster turnaround of tasks and more working hours.

Staffing Optimization

Have Flexible Staffing Levels as per business condition - Hire us only when you need us





Our Services

LEASE ABSTRACTION AND ADMINISTRATION SERVICES

- Abstracting commercial lease documents (leases, amendments, subleases) (can also handle residential lease abstraction)
- Entry of lease information related to move-ins, renewals, and extensions. Following Information is typically entered:
 - ✓ Tenant Details
 - ✓ Unit Details
 - ✓ Operating expenses
 - ✓ Security Deposit
 - ✓ Renewal Options
 - ✓ Square footage's
 - ✓ Rent projections
 - ✓ Income projections
 - ✓ Reimbursements and Expense Recoveries- Utility, Tax, Insurance, CAM including Expense Stops, Expense CAPs
 - ✓ Options- Right of First Refusal (RFR), Right of First Offer(RFO) etc.
 - ✓ Rights- Sublet/Co-tenancy rights, Repair rights and similar rights
- E-filing or document management of lease related documentation including leases, lease amendments, and temporary agreements
- Running Rents and sending customer statements (esp. in commercial tenants)
- Rent Receipting and deposit processing
- Rent variance analysis
- Preparation of annual CAM reconciliation statements
- Perform real estate tax calculations



Software Expertise

RE Info

Prolease

Lease
Harbor

Virtual
Premises

Leosoft

MRI

High Expertise Across Numerous Lease Abstraction Interfaces used in USA



Leasing Administrator/Leasing Analysts Profile

- At least a Bachelor's degree in Business, Accounting, or Finance with most of them having advanced degree in business administration or accounting
- At least 2 years of work experience in real estate and asset management in a lease administration or accounting in AR, reconciliations, and tenant accounting
- Overall outsourcing experience of 2-4 years
- Good understanding of standard leasing terms including those in commercial leases
- Commercial real estate experience in lease administration, real estate accounting, or property management with exposure to commercial leases
- Proficient MS Office skills particularly in Excel, Word and Outlook
- Highly motivated, self-starter with good verbal and written communication skills.
- Extremely organized with an eye for detail



Indicative Client List

1. A vertically integrated, full service real estate company based out of Bellevue, WA that has developed and built 81+ properties with a value in excess of \$2+ billion.. They specialize in commercial properties.
2. A mid-sized real estate property management firm based out of Beverly Hills, CA. The firm manages over 50 properties, across 9 states, encompassing over 1200 tenants and nearly 1.5 million square feet.
3. A privately owned real estate management firm that specializes in the management of commercial and multi-family properties in the Greater Los Angeles area.
4. A well known real estate firm in Tampa (FL). The company currently manages over \$60M in commercial real estate assets.
5. A leading independent commercial real estate brokerage and property management firm in the Central Valley
6. A well-known real estate firm based in Tampa (FL). They manage close to 5 million sf of office and retail space.
7. 4. A full service management company based out of Denver (CO) with extensive experience in both residential and commercial properties
8. A privately owned company based in Austin, Texas specializing in the start, acquisition and operation of real estate and operating companies



CFO of a real estate firm (Tampa, FL)

“I wanted to let you know that we are happy with how the process is working. Amit, Deepak, and Naresh are doing a great job on our account.”

Head of a real-estate property management firm (Kentucky USA)

“The quality of your work is quite good”

President of a mid-sized real estate firm (Gardena, CA)

“Just to let you know great piece of work”



About Us

OHI- OutsourcingHubIndia.com

OHI is a specialized finance and accounting outsourcing service with over ten years of finance and accounting outsourcing experience. We are based out of New Delhi with offices in USA. We work with companies across the real estate value chain right from real estate agents to property management firms to real estate developers to fully integrated real estate companies. We have worked with more than **50 real estate businesses and more than 300 other businesses** based in United States.

- ❑ Strong delivery team of accounting and leasing professionals comprising of qualified accountants, CPAs and MBAs. Most of our operational team have at-least four years of real estate outsourcing experience
- ❑ Spacious office set-up (2000 square feet) with modern facilities to ensure optimum productivity
- ❑ Diverse client base spread across US, UK and Canada
- ❑ Scalable operations to meet any requirements either through in-house expansion or through our links with other service providers
- ❑ Have doubled our team size since last two years

300+ clients in USA
(50+ commercial and residential real estate firms)

Staff with at-least **4**
years of real estate
outsourcing experience

High knowledge of
commercial real estate
terms



Contact Us

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