



# High-Quality, Reliable & Scalable Lease Administration Services at Reasonable Prices

For Property Owners, Managers,  
REITS, Retailers, Telecom  
companies & more.



**RE BackOffice**  
Efficient, Economical & Effective

## EFFECTIVE LEASE ADMINISTRATION SERVICES

### TO TRACK AND MANAGE ALL TYPES OF REAL ESTATE AND EQUIPMENT LEASES

RE BackOffice's lease administration services offer a range of customizable services to augment your real estate portfolio of any size and type. Enjoy higher operational efficiency as your lease administration process functions smoothly.

## WHAT WE OFFER

### AS A PART OF OUR LEASE ADMINISTRATION SERVICES

- Document Management
- Abstraction of new leases, amendments, renewals, etc.
- Critical dates monitoring
- Occupancy cost analysis & operating expense review
- Year-end reconciliations that include desktop audit of CAM charges
- Processing notices such as pending renewal notices, estoppel execution assistance, etc.
- Accounting and processing services that include managing & monitoring rental payments, sublease payments, taxes, property expenses, etc
- Lease information management and reporting
- Translation of multi-language leases
- COI management

## WHY CHOOSE

### RE BACKOFFICE?

- 200+ highly qualified lease administrators and abstractors
- Experience in all leading lease administration & accounting platforms, and document management
- Ability to produce high quality output of 1500+ lease abstracts/audits per month
- ISO certified processes to ensure consistency and accuracy
- Capable of collaborating with legal, accounting and other stakeholders to optimize the lease administration function
- 24x5 support

## NO MORE

missing of critical timelines due to resource shortage

## ELIMINATE

training hassles and waiting period

## SCALE UP OR DOWN

as per your business needs

## SAVE

training and other HR related costs

## TIMELY ACCESS

to critical lease data that helps drive key strategic decisions

Hands-on experience in all leading lease administration platforms



We serve industry-leading companies

Smart & Final.



Walgreens



J.Crew

FIVE GUYS



VICTRA



FOREVER 21



CBRE



What our clients say about us

*"We have worked with REBO for over 7 years, since the inception of our current lease administration software. They partnered with us in the beginning to create an abstraction process and upload interface, and abstracted our entire leased portfolio into the new system. Their ongoing support of our abstraction needs has been reliable and increasingly helpful as we continue to grow our store portfolio."*



## About RE BackOffice

RE BackOffice, Inc. is a premier provider of strategic commercial real estate back office functions, including lease abstraction, lease administration, and real estate marketing services. Since 2006, REBO has been a trusted partner to top-tier commercial real estate companies, retailers, and service providers seeking a strategic advantage. Whether managing a portfolio of leases or providing graphic support through stacking plans, renderings and websites, RE BackOffice's team of professionals is dedicated to delivering high-quality services and optimal ROI to our clients. At RE BackOffice, your back office – is our front office.

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**UPDATE YOUR LEASE  
PORTFOLIO TODAY!  
GIVE RE BACKOFFICE A  
CALL TO GET STARTED!  
412-567-0010**