



Documentation Checklist

Portfolio Information

Real Estate Portfolio

- Master list of real estate contracts and type - owned, leased, subleased, etc.
- Number of owned properties
 - Number of leased spaces
 - Number sub-leased spaces
 - Number of inter-agency arrangements
 - Number of ancillary agreements (storage, parking, etc.)

Equipment Portfolio

- Master list of leased equipment, by contract
- Number of master leases
 - Number of schedules to each master lease
 - Number of assets by schedule

Portfolio Documentation

My Lease Team Knows:

- Who is responsible for the lease document repository
- How lease documents currently move through the organization
- Where owned location documents are located
- Where lease documents are located (real estate and equipment)
- Where embedded leases might exist
- Whether the documents reside in a central storage location
- Whether all documents in electronic format
- How documents are organized and named
- That we have a lease (or owned) file for each physical location on our master list
- That we have a lease document that covers each item of equipment that is leased
- If we have all ancillary documents, such as commencement or possession date agreements, option exercise notices, variable charge increases, and the like
- Which documents are missing
- That all documents are fully executed
- If all pages in each document are legible
- How and when are old documents are archived