



FaMe®

Lease Management

Supports all Aspects of your RE Business

Landlord and Tenant Functions

Lease / Chargeback / Accounting

The FaMe® Lease Management Module is one component in the overall FaMe Real Estate suite. As with all other FaMe modules FaMe® Lease Management can operate independently. However, as it is part of a fully integrated system, it is more effective when used in conjunction with other FaMe modules (e.g. FaMe® Energymanagement, FaMe® Serviceline).

Design

The FaMe lease management module distinguishes three objects: rental unit, economic unit, and lease contract. Within these broad distinctions, all the necessary landlord and tenant specific information can be recorded and utilized instantaneously.

Rental unit

With FaMe® rental units can be defined as buildings within a campus, rooms within a building, or workstations within a

charge-back policies, or legal requirements, those costs can them be distributed to the individual rental units.

Lease contract

A lease contract is signed between a landlord and a tenant for a specific rental unit or group of rental units. A tenant can be associated with more than on rental unit per lease. Charge-back policies for each of the tenants' rental units are associated with the lease.

Lease accounts

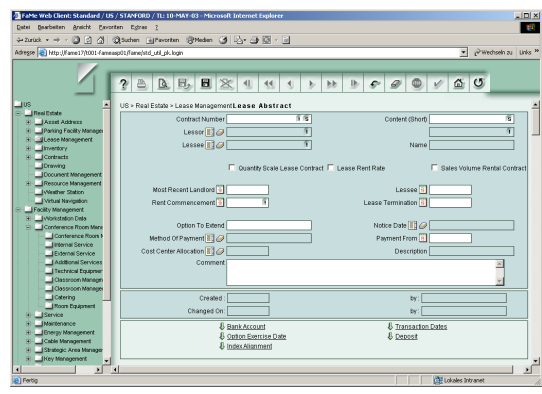
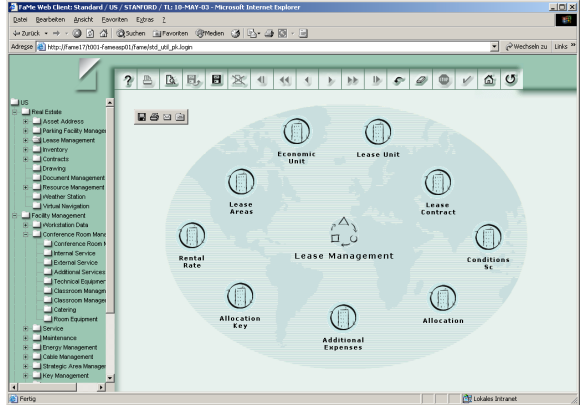
For each tenant, a main account is set up within the FaMe® Lease Management Module. Sub-accounts for charge-back of operational costs are assigned to one main account. Definition and naming of accounts are user definable. Account types can be set up with default specifications.

Chargeback method

FaMe® Lease Management offers the ability to select from several charge-back methods. The most simple of which is the allocation of cost per defined area. The user can also assign costs based on a users pro-rata share of space. A combined charge-back method that combines pro-rata share and actual consumption data is also available.

The following chargeback methods are supported:

- ✓ Number of users
- ✓ Number of parking lots
- ✓ Number of rental units
- ✓ Number of elevator users
- ✓ Heated area...



room. It is possible to break down the rental unit to the smallest possible unit able to be rented. FaMe also gives the user the ability to manage each individual rental unit or group of rental units in any desired time interval.

Economic unit

An economic unit can consist of one or more buildings in a portfolio. Each individual rental unit has an associated economic unit that it is a part of. All operational costs (e.g. energy consumption, maintenance, or administration) are allocated to the economic unit. Depending on individual

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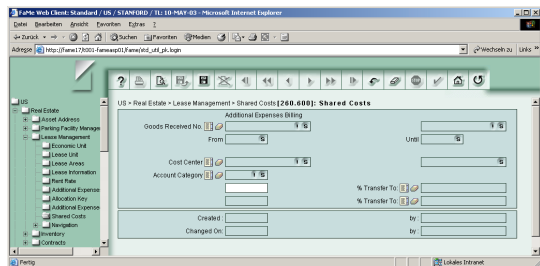


Landlord functions

A separate part of the FaMe® lease management module is dedicated to accounting for landlords. The area is divided into debtor and creditor sections. Landlords, tenants and rental units can be combined in a variety of ways. A tenant can operate as landlord, or be associated to several different units. A special part of the module deals with heating costs. Meter data are calculated and allocated following a customizable calculation formula.

Accounting module

The FaMe® Lease Management Module also has full service accounting functionality that adheres to all legal requirements and standard for property management. Invoicing, accounts payable, accounts receivable, tax issues and more are all



supported. The sub-module is divided into debtor and creditor sections, with landlord, tenant, and rental units able to be combined in a variety of ways.

The following posting types are set up by default (examples):

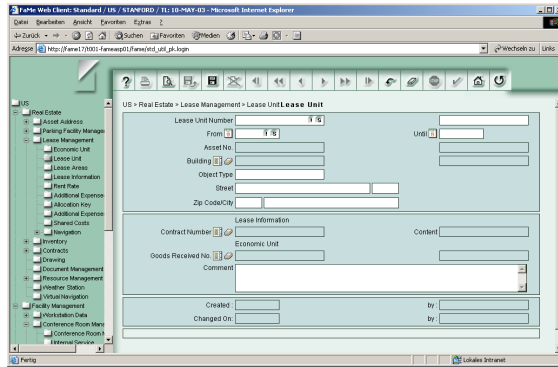
- ✓ bank posting
- ✓ debit position
- ✓ accounting result
- ✓ interest posting...

Tenant functions

One or more debit accounts can be set up for every tenant. Incoming payments are booked against these accounts. Delinquency of payment notices can be triggered automatically from calculated payment deficits. Accounts receivable and past-due levels along with the corresponding actions are adjustable on a per tenant basis.

Settlements / Operation expenses

Several settlement actions are possible using this module.



Operation expenses, administration expenses, and others can be managed. Automatic invoice generation on a per tenant basis is also possible. Advanced payments can be accounted for, and receivable values can be changed to reflect actual consumption. All changes in lease information, or to payment conditions can also be reflected.

Any change of condition or contract information is logged and can be taken into account for time series. This is of major importance for the production of an annual statement.

FaMe® lease management assists all major aspects of your property business.