



LEASE ADMINISTRATION PROPERTY MANAGEMENT | WEST MICHIGAN

The Lease Administration team is a division of the Colliers International Property Management Group in Grand Rapids, Michigan. The team's goal is to increase their clients' overall efficiency, thereby saving them money. The team's services begin by assessing the client's goals and objectives. Using specialized software, they can provide strategic real estate data relevant to the overall operational, financial, and transactional needs of their clients. Simply put, your transactional needs will be met by the Lease Administration team of Colliers International, providing the service necessary to accelerate the success of your business.

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Basic Services

- › Abstract lease documents
- › Creating and maintaining up-to-date portfolio database
- › Provision of portfolio metrics
- › Critical date tracking and notification

Enhanced Services (Basic +)

- › Receipt, review, and/or approval of all landlord invoices
- › Processing of invoices
- › Generation of payment reports or payment files for submission to client

Full Services (Enhanced +)

- › Colliers International is equipped to make payment of rental obligations
- › Billing and collections of subtenant rents
- › Establishment and maintenance of bank accounts
- › Completion of all related cash management/bank reconciliation tasks

Lease Administration



PROPERTY MANAGEMENT | WEST MICHIGAN



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