



Member of the SNC•LAVALIN Group

Lease administration services

Nexacor Realty Management (Nexacor) is an industry leader in providing real estate services. As a full service provider, Nexacor combines all services from site search through design/build to property management and lease administration in an integrated and cost effective delivery model. Our ongoing commitment is to provide quality, value-added services driven by a customer-focused approach while improving profitability and efficiency for clients.

Nexacor's depth of internal resources include 1,200 professionals (including our sister company ProFac Facilities Management Services Inc.) specializing in project management, transactions, facility management and support services. Nexacor is wholly owned by the SNC-Lavalin Group Inc., which is one of the leading engineering and construction firms in the world, and a key player in the ownership and management of infrastructure.

A team of experts in lease administration

Our Lease Administration Team, with groups located in Montreal and Toronto, is comprised of knowledgeable professionals having expertise in all facets of lease management and financial management of lease portfolios.

We currently manage a number of large diversified portfolios, totaling approximately 6,000 leases, involving \$350 million in rent payables, and \$400 million in rent receivables. Some of our major client mandates include the lease portfolio of Bell Canada, Canadian Broadcasting Corporation and the Ontario Realty Corporation. Property types range from telecommunications network operations centres to urban core office properties to major industrial and institutional complexes and campuses.

Nexacor Lease Administration Team's versatility and experience enable us to clearly focus on our Client's objectives, whether it be to maximize revenue stream on receivable rents or minimize operating costs on payable rents. We can offer a complete range of services, which can be catered to the Client's specific requirements, as detailed beside.

Our scope of services

(in lease administration)

Lease management services

- ◆ Preparation of lease documentation
- ◆ Abstract lease information
- ◆ Creation of rent roll and billing/payment system
- ◆ Monitoring and enforcement of tenant/landlord obligations and performance as per lease terms
- ◆ Manage qualitative aspects including estoppel certificates, non-disturbance agreements, title search and registration and insurance certificates
- ◆ Manage lease critical dates (expiries, options to renew, expand, contract etc.)
- ◆ Liaise with tenants/landlords regarding rent issues (handle inquiries, provide account reconciliation, etc)
- ◆ Performance of occupancy cost audits
- ◆ Reporting (monthly rent funding, critical dates)

Financial management services

- ◆ Monthly accounting processes and procedures
- ◆ Variance analysis reporting
- ◆ Identify areas of potential saving to the Client and/or provide recommendation to perform lease audit
- ◆ Collection of rent & tracking of outstanding rents
- ◆ Preparation of annual budgets and periodic forecasts