

## Experienced Resources and Industry Best Practices that Help You Maximize the Value of Your Real Estate Information

### VP Real Estate Services™

Virtual Premise applies the expertise and best practices we have developed through our work with clients and industry leaders to deliver quality services. The Virtual Premise Lease Services group consists of attorneys, paralegals and commercial real estate professionals who are highly skilled and knowledgeable in our core areas of service offerings.

#### ▶ Lease Abstracting —

Whether abstracting into your database system for the first time, or serving as an extension to your lease administration team, our policy is to provide you with:

- A dedicated Project Manager for all your project needs
- A dedicated Quality Control Manager to ensure accuracy and consistency of your data

Our trained experts abstract and review all data entered into your system of choice. Project deliverables include documented instructions, training materials and discrepancy reports detailing any inconsistencies found.

#### ▶ Document Management Services —

Our team of experts can deploy anywhere in North America to provide the following document management assistance:

- Intellectual File Review
  - Files are sorted and organized by imaging requirements
  - Documents are indexed according to type and prepped for imaging
- Document Imaging
  - Onsite imaging with professional grade equipment (OCR - Optical Character Recognition - capabilities)
  - Bookmarking and uploading to document repositories

Lease Services is skilled in working quickly and unintrusively in your work place, while producing a high quality product.

#### ▶ Data Validation —

It is recognized that data accuracy and consistency is paramount to your business success. Our team is trained to review and audit any data contained in your current systems of record. Our approach is to ensure the accuracy and completeness of the information as compared to the current legally binding documents. Our team identifies critical financial risks in your data before the incorrect data has an adverse effect on your bottom line. Deliverables include documented instructions, source reports and detailed discrepancy reports.

#### ▶ Due Diligence Support —

Our trained professionals are ready to assist with any of our services when you are facing acquisitions or dispositions. We are ready to hit the ground running within 24 hours of engagement to help you get the critical data you need to make intelligent business decisions. In addition, Estoppel and SNDA preparation is offered.

#### ▶ Best Practices Consulting —

It is known that successful divisions do not stand on software or data alone. Well-managed, documented processes that support the tasks surrounding the goals of your division, teamed with talented resources, equal success. Lease Services offers consultation services to assess your current processes, documentation and reporting to help move you to the next level of effective production and maintain Sarbanes Oxley Compliance.

### Why Customers Choose

#### Virtual Premise Lease Services

- ▶ Lease Services Teams are professional, knowledgeable and consistent in their **on-time, high-quality delivery**.
- ▶ Dedicated Project Managers and Quality Control Managers ensure that **customers' goals are always met**.
- ▶ Project deliverables make the **transition to customers' teams seamless** for business-as-usual activities.
- ▶ Our teams can **deploy anywhere quickly and efficiently**.
- ▶ Lease Services takes a full solution approach to every project so that our **customers focus on what they do best**. They leverage our knowledge and services to take them to the **next level of their success**.

#### For more information:

Call: 404.267.1781

Visit: [www.virtualpremise.com](http://www.virtualpremise.com)

Email: [sales@virtualpremise.com](mailto:sales@virtualpremise.com)



Virtual Premise™  
INTELLIGENT REAL ESTATE MANAGEMENT. MADE EASY.