



## Take control of lease and real property administration

Lease Harbor LLC is an industry leading provider of software services that address the needs of corporate real estate departments and their service providers. Our system – Harbor Flex<sup>SM</sup> – provides a robust 100% web-based lease and real property portfolio administration system, with all of the features found in traditional applications, but without the problems associated with implementing and maintaining a complex and costly software package. One of the most important features of Harbor Flex is its ease of use. Using our system, clients have significantly reduced the amount of time spent completing common functions related to the administration of their lease and owned property portfolio.

### System Features

The core of Harbor Flex is a portfolio administration system. Features include: general location information (leased, owned or subleased), location detail information (including unlimited custom data fields with data type validation), allocations, key date management with automatic notification and email reminders, log items, contacts, documents, mapping, base rent/expense schedules with automated proration, straight-line expense calculation and reporting, expense item responsibility, percent rent/sales tracking, payments (with ERP system linkage), options, clauses, Sarbanes-Oxley reports and a flexible user security model.

In addition to the standard features, Harbor Flex provides functionality above and beyond other portfolio management systems:

#### Summary Screens with Metrics

Each portfolio in Harbor Flex has navigation-based hierarchical summaries for counts, report filtering and creation, pending key dates, and standard metrics. Custom metrics can also be created.

#### Financial Systems Integration

Harbor Flex Payments delivers an extensive set of optional functionality that provides for efficient batch processing of payments and/or receivables with a built-in, securable approval

process. It is capable of sophisticated two-way integration with a company's accounting/ERP systems. The payment capability includes recurring and one-time payments, as well as payment history by location. In addition to saving both time and money, clients have the advantage of collecting detailed payment history for use in strategic analysis, CAM reconciliation, and other cost-saving activities.

#### Straight-Line Rent and Prepaid Rent

Harbor Flex features powerful functionality for accurately calculating straight-line expense amounts. This allows for deferred rent reporting at all levels of the portfolio, location level amortization schedules, and the ability to electronically feed prepaid rent and deferred rent amounts to a company's general ledger system. Harbor Flex can ultimately serve as the subsidiary ledger for prepaid and deferred rent balance sheet carrying amounts.

#### Transaction Management

Harbor Flex's Transaction Management functionality extends the capability of the Harbor Flex database to include the management of ongoing real estate transactions and broker/service provider relationships. Transaction Management may be used as an integrated option within the real estate portfolio, or as a stand-alone portfolio of transactions. Leases, renewals, purchases, sales, opinions of value, and other transactions can be tracked on simple and easy to use screens.

#### Extensive Reporting Capabilities

Harbor Flex comes with a comprehensive set of standard reports and a powerful reporting engine that allows users to easily and quickly customize any report as well as to create their own reports. Reports can range from simple modifications to our existing reports to detailed company-specific designs such as internal 10-K reports, Sarbanes-Oxley reports, risk reports, and detailed follow-up reports. True, drill-down reporting is offered at every level within the portfolio. Reports are delivered to the user's browser or inbox in their choice of Adobe PDF, Microsoft Excel, or Microsoft Word Merge format.

#### Power Reporting

Harbor Flex's proprietary ad hoc reporting tool allows users to easily define and create their own reports. Once a report has been created, it can be published and shared with other users or modified at any time. Power Reporting increases a user's ability to analyze the portfolio data and provide powerful results in a few, simple steps. Standard and custom field selection/naming/positioning, sorting and grouping, extensive filtering options, effective date reporting, as well as control over page breaks, summaries, and output are presented on simple, intuitive screens. Excel reports are generated with working formulas and charts.

### **Low-Cost Customization**

Each client's needs are specific. Harbor Flex was designed with a clean, flexible structure that allows the system to be easily customized. Our innovative data customization model provides all the benefits of a custom system without the high costs and lengthy turnaround time typically encountered when implementing a traditional portfolio administration system. Unlimited custom fields can be grouped into secured sections, allowing clients to track and report on data unique to their specific industry or organization.

### **Multi-National Support**

For our multi-national users, Harbor Flex provides effortless conversion of currencies, size measurements, and date formatting. Foreign currency exchange rates can be automatically updated daily or can be managed with client-specific exchange rates. All reports and system features accurately convert currencies and measurements at every level of the portfolio with no user intervention required. Date formats are selected at the user level to accommodate the needs of large global user bases.

### **Portfolio Organization**

Each portfolio in Harbor Flex offers multi-level support for navigation and drill-down reporting by geography and/or organizational structure. Clients can structure and organize their real estate data as their business truly operates. User security supports differing levels of access that can be assigned at every level in the region and organizational structures. User access can then be further limited by record type (leased, owned, project, etc.) and functional area (i.e. options, clauses, key dates, custom sections, etc.).

### **Online Document Management**

Harbor Flex provides a repository where clients can store and maintain electronic copies of lease documents, pictures, floor plans, templates, or any other type of file that is needed. These items can be downloaded and edited using the corresponding desktop application, and then reposted in Harbor Flex.

### **Electronic Data Exchange**

Through Lease Harbor LLC's breakthrough application of ASP technology, companies can exchange information with ERP, human resources, or accounting systems. Additionally, data can be downloaded from our system in Excel or XML formats for custom reporting, ad hoc data analysis, or off-line database backups.

### **Data Conversion/ Implementation Services**

For clients that have an existing database, Lease Harbor LLC can accurately, quickly, and cost-effectively convert this data into Harbor Flex. Lease Harbor LLC offers several options for data preparation and conversion, allowing clients maximum flexibility. Lease Harbor LLC has extensive experience working with data from other commercial lease administration systems, clients' proprietary systems, and virtually any row-based file format. By combining the flexibility of the Harbor Flex system with our extensive backgrounds in IT consulting, our clients achieve the right solution with minimal disruption and cost.

### **Support**

Lease Harbor LLC is an industry leader in the use of technology to provide technical support and problem resolution. Our systems proactively monitor problem situations and automatically notify support personnel when needed. Typically, our support personnel will contact system users if there is a problem – not the other way around.

### **Beyond Lease Administration**

Harbor Flex is a proven solution for the effective administration of leases and real property. However, the system's added flexibility and power are utilized by departments outside of real estate. Harbor Flex's ability to create secured sections of data within each location allows for seamless integration across departments such as human resources, IT, security and risk management. In addition, Harbor Flex supports the tracking of additional types of legal relationships unique to specific industries or companies such as easements, licenses, equipment and cell towers.

### **Technical Architecture and Methodology**

Harbor Flex has been designed and built using current technologies that are reliable and proven in the web-based application industry. The core technologies include:

- Microsoft Windows Server
- Microsoft Internet Information Server
- Microsoft SQL Server
- Microsoft .NET Framework

## Company Profile

Lease Harbor LLC was founded by Scott Williams and Sean Black, who have proven expertise in the development and support of web-based software for the commercial real estate industry. Lease Harbor LLC is grounded in quality software engineering and customer service. The company continues to rapidly release software enhancements as well as to provide direct, responsive support services to its clients.

Lease Harbor LLC is a debt-free, profitable company that has experienced a continuous, steady expansion of its client base since its inception in March of 2000. Through a sound business plan, Lease Harbor LLC has achieved long-term viability without dependence on outside funding sources.

Effective July 21, 2006, Lease Harbor LLC was awarded a five year General Services Administration (GSA) Schedule 70 Information Technology Federal Supply Schedule (FSS) contract GS-35F-0543S.



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