# ORACLE PROPERTY MANAGER

**ORACLE®**

**E-BUSINESS SUITE**

*Oracle® Property Manager streamlines and automates lease administration and space management, enabling you to more intelligently manage your real estate portfolio. Whether you are a corporate, commercial, or retail/franchise operation, Oracle Property Manager offers a comprehensive solution for reducing costs and identifying new revenue opportunities, minimizing contractual and financial risk, and providing data transparency that helps maximize the value of your real estate.*

## KEY FEATURES

**DEFINE AND MANAGE PROPERTIES AND SPACE**

- Record and track data for each floor and space for a building
- Define and manage maximum and optimal levels of occupancy for a space
- Define and manage common, rentable, assignable, and usable areas for each space
- Track names, phone numbers, and addresses for property contacts
- Automate space definition with integrated CAD solution

**STREAMLINE LEASE ADMINISTRATION**

- Abstract and manage critical lease information, agreements, and other contractual obligations
- Automatic notification of lease milestones and other actionable events
- Calculate rent increases based on indexes
- Calculate variable rent (percentage rent) on actual or forecasted sales
- Apply abatements and allowances to variable rent

**MANAGE CAM AND OTHER EXPENSE RECOVERABLES**

- • Maintain unique recovery terms and conditions for each tenant
- Automate the calculation and reconciliation of CAM and other expenses

### Reduce Operating Costs

Build a smarter, more profitable business by intelligently managing your real estate. Oracle Property Manager streamlines the management of leases through improved tracking and visibility of lease terms, systematic complex lease calculations, and the automation of billings, payments and Common Area Maintenance (CAM) reconciliation. Leveraging financials as a natural extension of the lease administration process reduces overhead and the risk of errors while maintaining control of payment and billing execution with the lease administrators.

### Automate Payment and Invoice Creation

Flexibility within Oracle Property Manager enables the modeling of financial terms and conditions for payment or billing: Users can create and approve payment and billing terms for one-time execution or any user-defined period throughout the life of a lease; create terms in multiple currencies within the same lease agreement; automatically generate recurring payment and billing schedules for each lease; review schedules for each accounting period and authorize payments and billings as they become due.

### Automate the Assessment of Rent Increases

The calculation of index-based rent adjustments can be complex and time consuming. Oracle Property Manager automatically assesses and generates the appropriate increases based on fluctuations of various indices. The flexibility of user-defined index tables provides unlimited support for calculating increases on any type of index and allows different indices to be used on a single lease. Industry standard practices such as caps, floors, and ceilings are supported.

**ORACLE®**

## Automate the Assessment of Variable Rent

Sales based rent calculation is critical to any retail operation. Variable Rent functionality automatically calculates rents based on sales volume while supporting industry practices of deductions from sales, banded breakpoints, caps, floors, ceilings, and netting of other rent related items.

## Recover Common Area Maintenance Costs

Managing the billing, recovery and reconciliation of Common Area Maintenance (CAM), insurance, taxes, and other expenses pose a management challenge. Costs that are not directly attributable to a specific tenant, often represent the largest portion of a landlord's operating expenditures; recovery of CAM and other expenses can represent as much as 50% of lease revenues. Additionally, these types of expenditures are typically the most painful part of billing calculations, with errors in expense recovery having a significant impact on a property's return on investment. Oracle Property Manager provides the ability to allocate CAM and other costs back to tenants in accordance with the terms and conditions of the lease.



Figure1: The CAM recovery features in Oracle Property Manager enable landlords to recover every dollar spent.

## Identify Cost Savings and Revenue Opportunities

Space is a resource that can represent wasted expense or missed revenue if not managed properly. Oracle Property Manager provides the ability to manage occupancy and quickly identify underutilized space. Automating occupancy management from a revenue lease perspective and leveraging integration with Oracle Human Resources from an expense lease perspective reduces the administrative overhead of accurate occupancy tracking.

## Manage Space Definition

Designed in accordance with BOMA and IFMA standards, Oracle Property Manager provides space management capability to allow for proper space attribution and accurate tracking of space measurements within your real estate portfolio. Oracle Property Manager allows for the segregation and qualification of properties into

ORACLE

different types of portfolios from a single solution. Space definition from CAD drawings can be managed through the open, bi-directional CAD interface. The design of the system ensures the accuracy of space measurements from the smallest defined space to the overall gross measurement of the property.

### Automate Space Assignment and Utilization

Knowing how you currently utilize your space and where you have vacancies is a key element in making informed decisions when managing your real estate. Oracle Property Manager streamlines space assignments, tracks occupancy and vacancies, and monitors capacities in each defined space. Facilities managers and space planners have access to this information online (rather than having to visit each space), dramatically reducing the cost of space administration. For landlords, tenants are automatically assigned to space as leases are finalized, providing real time vacancy information.

### Visualize Space and Share Data with CAD Systems

The difference between reading a report and seeing the same data laid out graphically can have a significant impact on your decision making process. Visualization in real-time of space attributes, utilization, and occupancy greatly enhances your ability to manage your real estate holdings. Oracle Property Manager provides Public Views that enable you to layer space attributes, utilization, and occupancy information into CAD drawings through the Web. Public Views help protect your investment in you CAD visualization solution while enabling you take advantage of each new release of Oracle Property Manager.

### Minimize Contractual and Financial Risk

The difference between the best decision and an uninformed decision can cost hundreds of thousands, if not millions, of dollars. A lease portfolio represents opportunities as well as contractual and financial risk to the organization.

### Manage Critical Dates

Unfortunately time cannot be turned back. There is no recovering from a missed lease renewal, a failure to give notice of termination when under an automatic renewal clause, or any other missed contractual deadline. In response to this problem, Oracle Property Manager allows the tagging of any lease clause as a "critical date." Once a clause is tagged, automatic alerts are sent to the responsible parties with the appropriate lead-time necessary for analysis and action before executing, renewing or terminating a lease option - renewals need never be missed again.

### Comply with GAAP

Ensuring compliance with accounting standards is of the utmost importance to organizations, and absolutely essential if you are a public entity. Oracle Property Manager saves time and money in costly lease accounting calculations, balancing the needs of the real estate and finance departments. Oracle Property Manager provides flexibility in designating individual payment or billing items within a

ORACLE®

single lease that should be straight-lined or normalized in compliance with FAS 13 and IAS 17. Oracle Property Manager handles the appropriate accounting treatment of these items in accordance with Generally Accepted Accounting Principles (GAAP).

### Provide Data Transparency

Integrity in your management reporting is crucial to understanding the health of your business. Disintegrated systems that rely on manual data re-entry or costly integration often leads to incongruence between transactions details and the summarized reports management typically reviews. Firms demonstrating best practices must rely on clear audit trails to confidently validate management level information. Oracle Property Manager, as an integrated part of the Oracle E-Business Suite, gives you a clear and complete audit trail, from the signing of the lease through the payment or collection of the rent.

### Provide Financial Integrity

Organizations need to provide comprehensive information access. Oracle Property Manager provides a "single source of truth" for all lease activity with online, real time drill-down to individual payment or billing items. Lease administrators have the ultimate control over approval and processing of payments and billings with the ability to see when a check was cut or cash collected.

### Maintain Detailed Lease History

Detailed lease history is critical to understanding the changes made during the life of a lease. Oracle Property Manager keeps careful track of the history of every change made to your lease records, including who made the change, the reason for the change, and the change date. The entire life cycle of the lease from inception through all amendments is preserved across your portfolio of leases.

### Benefit from Flexible Reporting

Reporting is critical to the success of every organization. Your information must not only be accurate and reliable, but readily available so you can make better decisions, faster. Oracle Property Manager provides a comprehensive set of reporting tools that allow you to analyze everything from future minimum rent for disclosure in financial statements to the efficiency of space utilization.

### Capitalize on Global Opportunities

Oracle Property Manager supports international business practices to help you manage your real estate operations worldwide. Examples include the support of multi-currency transactions, multi-lingual business documents, languages, and country specific address formats. There is also embedded functionality to support localized accounting requirements, and leasing terms and conventions. Regardless of where you own property or where you do business, Oracle Property Manager can help you better manage your existing portfolio and expand globally.

### Oracle E-Business Suite -- The Total Solution

Transform the way you conduct business with Oracle's internet-enabled e-business

**ORACLE®**

Oracle Property Manager offers the following benefits:

- Reduce operating costs by automating repetitive tasks and complex calculations.
- Capture and manage key lease dates and milestones
- Assign space and monitor utilization.

RELATED PRODUCTS

The following products are integrated with Oracle Property Manager:

- Oracle Financials
- Oracle Human Resources
- Oracle Projects
- Oracle Enterprise Asset Management

RELATED SERVICES

The following services are integrated with Oracle Property Manager:

- Oracle Consulting
- Oracle On Demand
- Oracle Education
- Oracle Support

suite. Put your demand chain, supply chain, and internal operations online with Oracle's comprehensive and fully integrated solution. Combine the wide reach of the internet with Oracle's fully globalized product to run your business consistently and accurately worldwide. Reduce costs and complexity by running on corporate internets or the World Wide Web. The Oracle E-Business Suite: transforming your business into an e-business.

## Contact Us

For more information about [insert product name], please visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

Oracle is committed to developing practices and products that help protect the environment

**ORACLE**®