



*Portfolio Solutions Group, LLC is a professional services group, whose people have the experience necessary to supplement your existing process or fully establish an outsource alternative to administer leased and owned properties.*

*Our teams are comprised of non-transaction specialists who have expertise in delivering cost-saving results to companies of all portfolio sizes.*

## Service Profile

# People and Focus Make The Difference

## PSG's Core Competence

### Our Team

The Portfolio Solutions Group (PSG) team is comprised of professionals with experience in both transaction and non-transaction disciplines. The team's focus is on implementing and supporting the functions required by our client's active real estate portfolios. The team has built processes and procedures that incorporate real estate strategies, sound administrative and accounting practices, appropriate technology deployment and a dedicated focus. The project division of the team includes paralegal, accounting and real estate management personnel. The outsource division includes lease accountants, paralegals, CPA's and other real estate generalists.



*Our team has participated in work that encompasses over 10,000 leases of all varieties and within many industries.*

### The Benefits

Using PSG services, clients realize savings from direct-occupancy cost reduction as well as reducing the cost of maintaining Real Estate information. These savings, combined with a better system for supporting transaction and non-transaction activity, provide the foundation and tools necessary for executing a corporate real estate strategy. Tangible benefits include:

- Recovery of Past Overpayments
- Cost Avoidance of Over-billing
- Alleviating Staff Time Spent Retrieving Information
- More Aggressive Rental Rates
- Strategic Opportunities

### Our Methodology

PSG develops customized lease administration solutions for clients based on a robust menu of services and a rich history of experience. This approach considers the fact that each company's real estate strategy is dynamically linked to their corporate strategy, environment and resources. Four phases of work are anticipated:

- Phase I: Implementation Consulting
- Phase II: Project Services
- Phase III: Outsource Services
- Phase IV: Measurement and Process Refinement

# Services Are Tailored & Combined to Maximize Value

## Phased Implementation / Modular Service Options

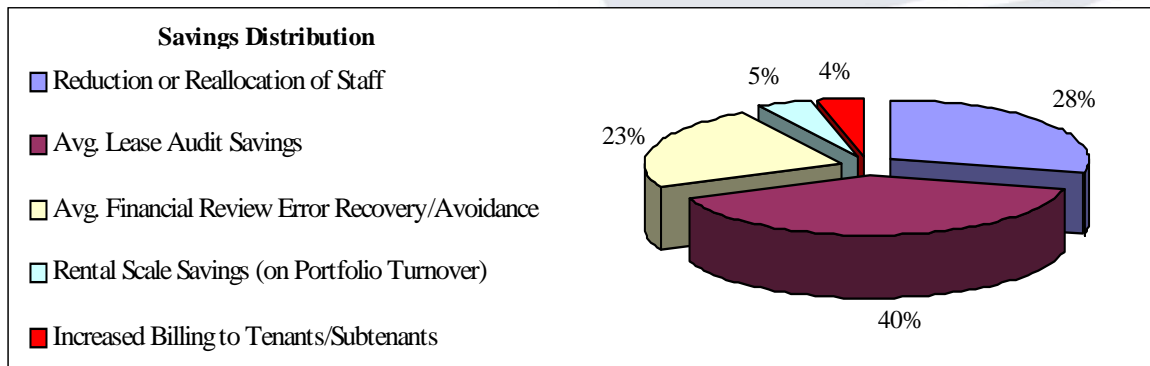
### I. Full Real Estate Portfolio Inventory

- Complete and thorough organization of all domestic and international property files
- Trained experts read, evaluate and extract critical data from all legal documents
- Abstract summaries are prepared to provide quick reference to lease information
- Files are electronically indexed and imaged for safe storage and on-line retrieval

### II. Cost Recovery

- Historic payments are reconciled to obligations
- Landlords are challenged on billing of "Additional Rent" and expense items
- Calculations are reviewed for method and accuracy
- High percentage and excessive increases are questioned
- Credits are negotiated for refund or rent reduction

*Diligent and meticulous review of historical payments has literally saved over \$1M for clients in both recurring and one-time charges. Often savings approximate 2-5% of total occupancy costs for clients and represent a multiple return on fees charged.*



### III. Information & Occupancy Cost Management

- Our staff person / team, dedicated to your portfolio, provides desktop assistance and will keep your portfolio information current, facilitate document processing, approve monthly rental payments and assist in landlord dispute resolution
- On-line reports are made available to highlight upcoming expirations, option notices and monthly rental costs across the portfolio
- Engaging PSG allows for rapid technology deployment and reduces or alleviates staff costs and shared infrastructure costs





# Service Profile - Support Options



## Basic Support

*Save time and money by having PSG provide a full support staff or augment existing resources.*

### Deliverables

- *Unlimited Help Desk*
- *Unlimited User Access*
- *Monthly Report Package*
- *Automatic Email Reminders*

Monthly Cost: \$20.00 per record \*

## Accounting Review

*Avoid future mistakes by having a trained PSG lease accountant review billing activity before it is paid and challenge landlord billings.*

### Deliverables

- *Basic Support Package +*
- *Proactive Payment Review*
- *Electronic Report for Your Payments*
- *Landlord Issue Filtering*

Monthly Cost: \$1,750 plus \$30/record/month\*

## AP & AR Processing

*Completely control accounting activity by outsourcing it to a central lockbox.*

### Deliverables

- *Basic Support & Accounting Review Packages +*
- *AP Vouchers or Monthly Check Run*
- *Invoices to (Sub) Tenants*
- *Collection Notices*

Monthly Cost: \$2,200 plus \$35 / record/month\*  
Subleases Only: \$50 per invoice

## Banking

*Based on your internal audit requirements and unique treasury setup, PSG will administer the live collection and payment activity with a dedicated custodial account.*

### Deliverables

- *Live Payments*
- *Lockbox Collections*
- *Monthly Account Reconciliation*

Price: As Agreed

\* Pricing Based On Sample Portfolio of 100 Locations with 50% of the Portfolio in the US, 50% International, a Centralized Work Flow and 2-3 Active Users

*Minimum Activity Levels May Apply      Discounts Apply for Large Portfolios*



*Whether you have a few locations and real estate is a strategic element or you have numerous locations that are an unintended byproduct of running your business...*

*Understanding and controlling the associated activity and costs will produce significant benefits.*



***“Transforming Strategic Plans Into Strategic Actions”***

*Each year, plans are made to raise revenue, increase sales, reduce costs and improve efficiency...but how will all of this be done? While you spend time planning and focusing in one area, another can be neglected. While limited capital is invested on one project, it typically reduces available funds for other initiatives.*

*PSG helps companies realize their goals by allowing them to move forward on cost saving initiatives in the area of real estate while other core focus areas can be attended with internal resources.*

*Following the review process, real estate can be better aligned with the business and help support future plans with a reduced operational cost.*

*Perhaps best of all, PSG’s efforts begin with foundational elements that will eventually have to be performed regardless of strategic direction. As such, these actions always represent an investment that can not be lost if corporate directives change. Truly a strategic action.*