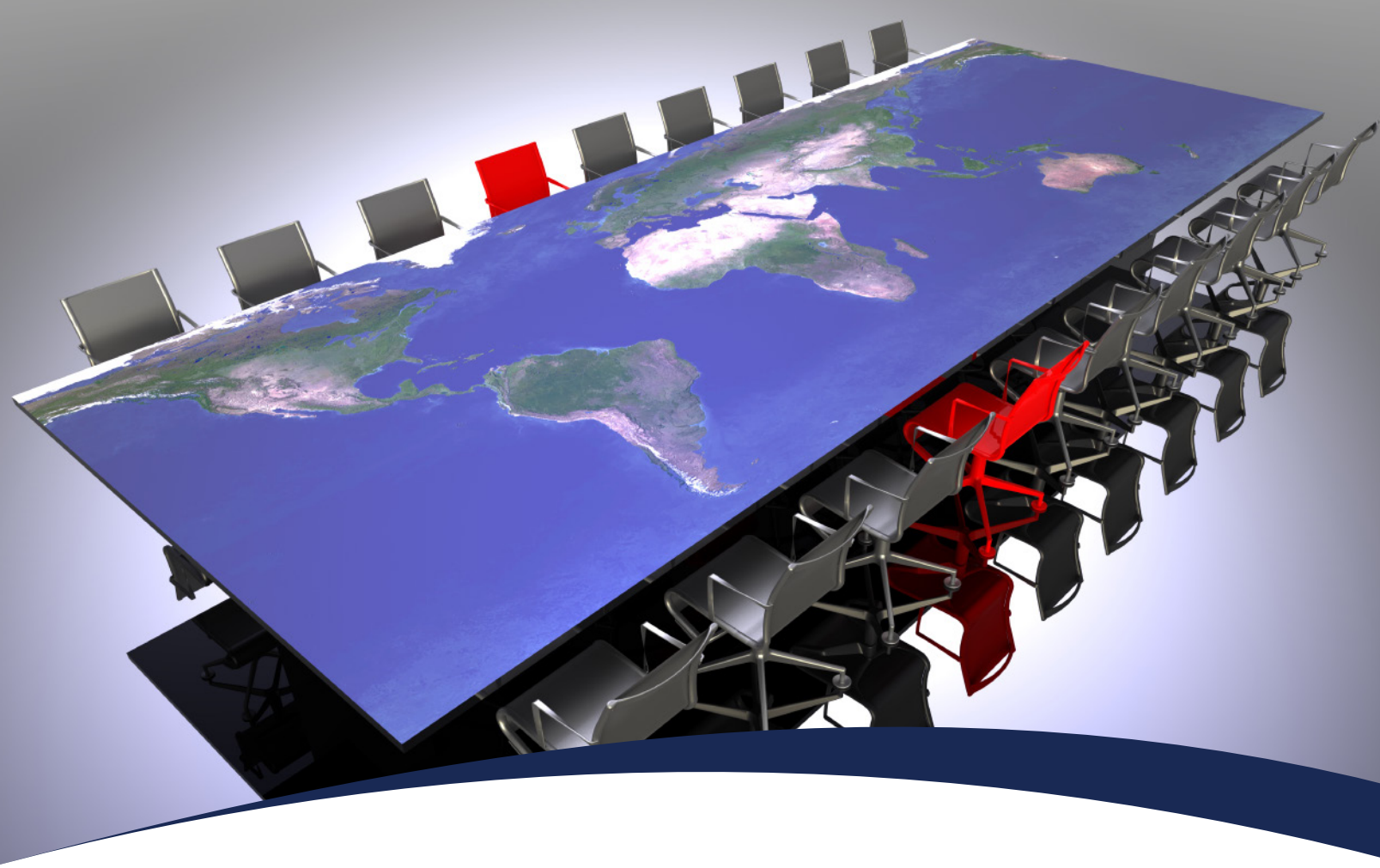


COMMERCIAL REAL ESTATE **PORTFOLIO** LEASE SERVICES FOR SPACE OCCUPIERS

Keel CRE provides multiple office location commercial real estate space occupiers with a portfolio leasing service that will help your business make real estate leasing decisions in a more strategic, stream-lined and predictive method. Keel CRE's Portfolio Leasing Services employs a best-practices leasing process that facilitates opportunities to reduce real estate costs, develop and/or adhere to corporate leasing standards and create a single point of contact for the client across its entire leased portfolio.

Keel Commercial Real Estate assists clients with managing their portfolio office lease accounts on a ***national level*** with duties and responsibilities including:

- ◆ Serve as single point of contact for all client leased locations
- ◆ Review all existing client portfolio leases
- ◆ Prepare summary lease "abstract" of all client portfolio leases
- ◆ Clarify lease discrepancies
- ◆ Lease Abstracts capture the key portfolio lease milestones (see attached)
- ◆ Upload portfolio leases and abstracts to secure client portal database on our web site
- ◆ Monitor existing leases including all options (renewal, expansion, termination, sublease, etc.)
- ◆ Create and ensure adherence to client portfolio leasing guidelines and standards
- ◆ Create and ensure adherence to client portfolio milestones & deadlines for POC discussion
- ◆ Recommend leasing process improvements
- ◆ Prepare market analysis of competitive properties during renewal/relocation and expansion process (or net new growth)
- ◆ Negotiate all portfolio leases (renewals, relocations, expansions, acquisitions, dispositions & net new locations)
- ◆ Identify and interview 3rd party vendors to assist w/ each location (local real estate agent, architect, engineer, etc.)
- ◆ Provide on-going local portfolio support.



Keel CRE's Portfolio Leasing Service makes your portfolio office lease database easily accessible, more understandable, insightful and informative, allowing you to make the right decisions for your business and freeing up your time to manage the big picture stuff.

Keel CRE's Portfolio Leasing Service earns its service fee through traditional real estate leasing commissions, paid by the landlord. As with all office leases, the landlord listing agent fee is split with the cooperating tenant broker, so there's no out of pocket cost to our portfolio clients.

TYPICAL LEASE ABSTRACT INFORMATION:

- | | |
|---|--|
| 01 Building Owner/Tenant names and contact information | 06 Base Rent and escalations |
| 02 Building Info. (address, size, type, age, pictures) | 07 Base Year and OPEX/CAM |
| 03 Lease Start/End dates | 08 Option Milestone dates and terms (expansion, renewal, termination, subleasing, etc.) |
| 04 Security Deposit/LOC | 09 Commencement/Estoppel certificate |
| 05 Compliance Dates | |