



In order to control costs, you need to know what the costs are. In order to control risk, you need to know what the risks are. ORBIS Property Management's Lease Administration Services can provide you with immediate access to complete and accurate up-to-date information to track expenses and risk. The information you need to manage risk and plan for the future.

- Expirations, renewal, option and expansion dates
  - Square footage and expense allocation by location, function, tenant, division, manager
  - Maintenance responsibilities
  - Tenant improvement and project insurance cost requirements
  - Historical and projected expenses
  - Landlord contact information
  - Document records
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- [Property Tax/Assessment](#)
  - [Market Analysis](#)