



**Title-** Bilingual Senior Lease Administrator

**Location-** Markham, ON

**Reference #**199138

To apply -

<https://trr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisition?org=BGIS&cws=60&rid=9805>

### **SUMMARY**

The Bilingual Senior Lease Administrator is responsible for abstracting key information from lease agreements, entering and maintaining the integrity of lease data within the lease management database as well as collecting and paying monthly rental payments on behalf of landlords and tenants. At this position level, the Senior Lease Administrator provides guidance to Lease Administrators. They also provide assistance and support to the Manager of Lease Administration.

### **KEY DUTIES & RESPONSIBILITIES**

#### **Lease Abstraction**

- Reviews lease agreements and abstracts key information including but not limited to lease provisions, clauses, options and critical dates, property information (i.e. square footage), business, legal and financial agreements and obligations, terms and conditions
- Enters and maintains lease agreement information within lease management database. Responsible for data integrity of lease information
- Perform review of lease abstract prepared by Lease Administrator and provide guidance on complex lease clauses and lease interpretations.

#### **Rent Payment Processing**

- Review and validate landlord invoices to ensure compliance with the lease
- Processes monthly rent payments to the landlord and ad hoc payments on behalf of the client
- Prepares monthly rent roll/rent change report, makes adjustments to rent information and issue retroactive payments to reflect changes in rent including but not limited to operating costs, base rent, realty taxes etc.
- Prepares and provides reports to managers and/or clients
- Assist Manager with review and/or approval as required

#### **Rent Collection & Billing**

- Processes monthly rent billings to the tenants and ad hoc charges on behalf of the client in compliance with the lease
- Prepares monthly rent roll/rent change report, makes adjustments to rent information and issue retroactive invoices to reflect changes in rent including but not limited to operating costs, base rent, realty taxes etc.
- Prepares and provides reports to managers and/or clients
- Collects monthly rental payments and outstanding payments from tenants on behalf of the client
- Prepare A/R aging report, follow up and make recommendations to client on actions for delinquent accounts, (i.e. if required prepare demand letter and/or in addition draft default letter for the Client)
- Assist Manager with review and/or approval as required

#### **Additional Rent Review**

- Conducts review of complex landlord annual escalations (operating costs budget increases (i.e. grounds maintenance cost, realty taxes ie "additional rent") proposed by the landlord. Ensure the charges are in accordance with the lease agreement. Compares forecast against historical information to review reasonableness of budget increase. Verifies reasons for proposed budget increases and requests for supporting documentations from the landlord where required

- Conducts review of complex landlord year end statements for actual operating costs and realty taxes (perform desk top audit). Requests supporting documentation from the landlord on variances and charges not in compliance with the lease.
- Prepares tenant year end reconciliations based on actuals in collaboration with the client (operating cost, realty tax, utilities etc.)
- Prepares annual tenant escalations
- Annual Budget process for all rent charges
- Provides completed tasks for manager's review

#### **Lease Management**

- Provide non legal lease interpretation on complex lease clauses
- Review and recommend estoppels certificates for approval
- Track and review tenant insurance certificates and request/track from tenants proof of realty tax payments
- Interact with FM team on operational matters and prepares letters if required
- Landlord/Tenant relationship management
- Track and invoice landlords for tenant improvement allowances,
- Security deposit management
- Critical Date management (ensure all tenant critical dates are tracked and managed)
- Generate reports as required such as KPI, Critical dates, options to terminate
- Provide due diligence on landlord/tenant change of ownership
- Percentage rent and CPI management
- Assists on special projects as required
- Train new team members as required
- Other duties as assigned

#### **Knowledge & Skills**

- Fully Bilingual English and French (verbal and written) is required
- Community college diploma preferably in accounting, business administration or law clerk studies
- 5 to 10 years of commercial/retail lease abstraction or property administration work experience
- Experience in providing oversight and mentoring to Lease Administrators
- Knowledge and experience with commercial/retail real estate lease agreement
- Ability to interpret and abstract lease information
- Good knowledge of accounting principles and procedures
- Ability to process volumes of data requiring strong attention to detail and accuracy
- Strong knowledge of MS especially Excel and Word, with ability to learn new management information systems quickly
- Team player with high regard to customer service

#### **Licenses and/or Professional Accreditation**

- Real Property Administrator Designation, an asset
- Facility Management Administrator Designation, an asset