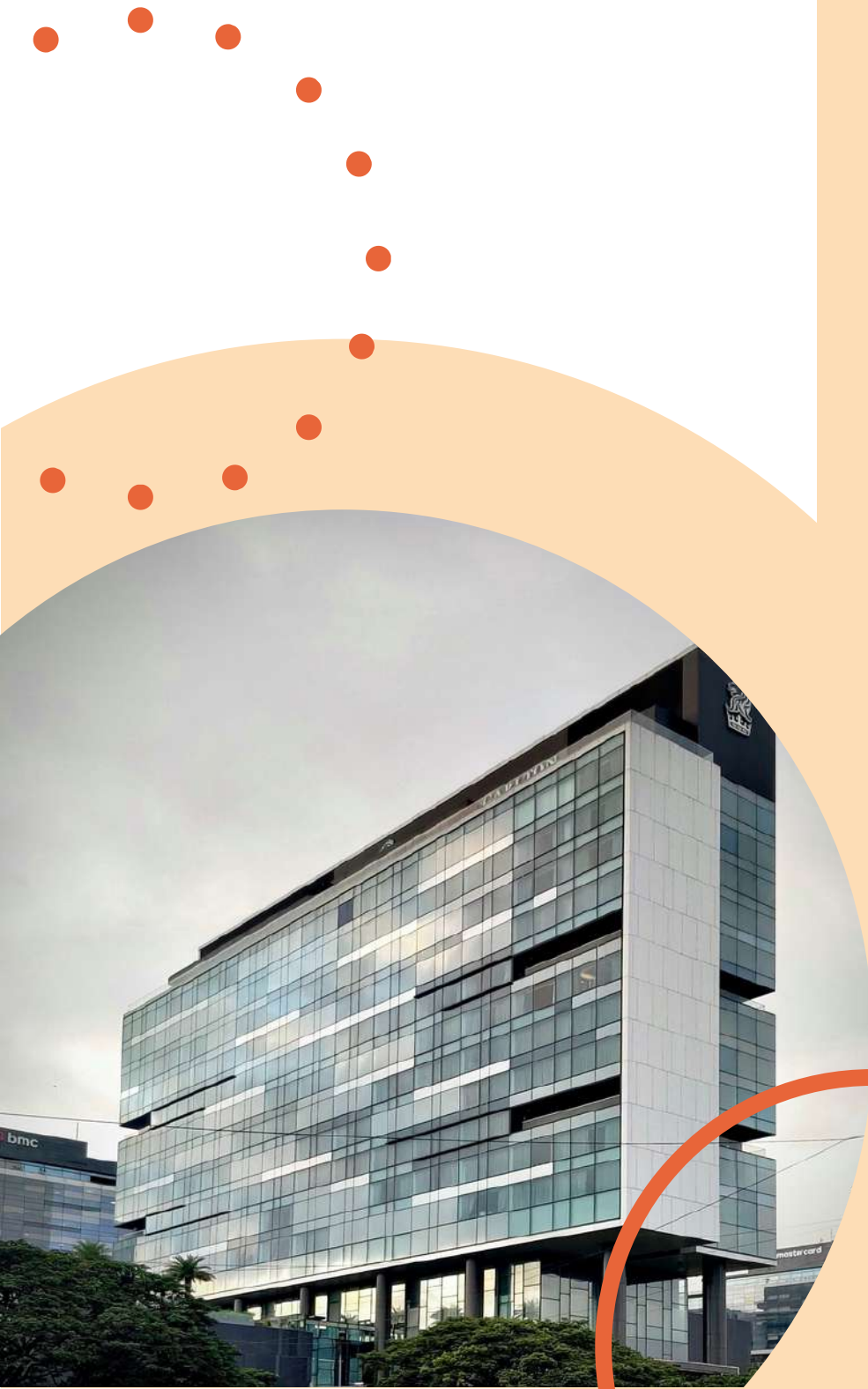


# CASE STUDY

Lease Abstraction





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## THE PROJECT

One of the American lease management companies (the “Client”) contracted SKJ Juris to use its lease abstraction service. After a formal introduction and inking the terms of engagement in a Master Service Agreement (MSA) and Statement of Work (SoW), followed by a successful completion of a Proof of Concept (POC), the Client flooded SKJ Juris with 200 commercial leases to be abstracted per the Client’s instructions in a Client-specific software.

## THE APPROACH

At the outset, SKJ Juris arranges the lease documents including main lease, amendments, addendums, assignments, renewals, and so on, for easy management of the leases. SKJ Juris besides abstracting the financial & legal clauses and critical dates, also raises red flags related to critical information such as colorable documents equivalent to lease, missing documents, etc. We abstract the relevant provisions of a lease in a clear and concise language per the fields/specifications enumerated by the Client. The abstracted leases are thoroughly reviewed by our 1st and 2nd level reviewers. Once reviewed, we deliver the final work product to the Client.

## THE STRATEGY

The Project Manager coordinated with the IT Manager and created login credentials for all the abstractors in the lease abstraction software. The Project Manager understood the project requirements and instructed the entire team of abstractors accordingly. The Project Manager updated the Client regularly and attended status calls, as and when necessary. Upon completion of the abstraction, the abstracted leases underwent 2-tier QC process. The abstracted leases, with all associated reports, were published/delivered to the Client.

## THE RESULT

The Client was very happy and praised us for the meticulous lease abstracts and on time delivery of the Project.