

The Lease Audit Process

RTG tailors every lease audit process to meet our clients' specific needs. However, the following is an example of the "typical" process we follow for a single location lease audit.

The Preliminary Lease Review

- RTG is provided access to the client's lease documentation and correspondence with the landlord.
- RTG analyzes the lease and supporting data to verify appropriateness of charges. This is where many opportunities for recovery are first recognized.
- RTG recommends a strategy to the client.

Field Audit and Research

- RTG visits the premises, and the landlord's and/or the property manager's offices if necessary.
- Once onsite, RTG reviews and audits the landlord's files by obtaining building expense information and reviewing the detailed general ledger, financial statements, reports, invoices, and service contracts specific to the property.
- RTG also compiles supplementary data as necessary.

Communication, Negotiation, and Final Settlement with Landlord

- RTG crafts the client's case by preparing the necessary documentation to request corrections and refunds from the landlord for overcharges.
- If appropriate, RTG advises the client's staff of recommended procedural modifications to ensure continued recovery/compliance in the future.

Final Report

- RTG prepares a final report in a format selected by the client.
- This report can be circulated internally as a tool to communicate the success of the audit process itself. It also serves to memorialize the findings to assure landlord compliance in the future.

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