

# PORTFOLIO ADMINISTRATION

**ANALYZE, MANAGE AND CONTROL REAL ESTATE  
ASSET INFORMATION**

While access to up-to-date, accurate and complete data is essential in minimizing the risks and costs associated with managing real estate holdings, many organizations do not have a reliable system for capturing and analyzing real estate lease data. What's more, most organizations do not have the in-house expertise to implement a portfolio administration system. Cushman & Wakefield provides independent analysis, system implementation and accurate on-going portfolio administration to help our clients consolidate and control real estate information.

Cushman & Wakefield understands that maintaining control over information is critical to the successful management of real estate assets. We also know how to turn data into actionable information for reducing occupancy costs, managing key lease dates and reporting on inventories by asset type, location, size and other factors.

## PORTFOLIO ADMINISTRATION ADVANTAGES

- **Comprehensive Technology Solutions** - Our professionals offer a unique combination of real estate and portfolio administration expertise, enabling us to objectively evaluate technology tools, select the right option, negotiate the acquisition and implement the system. Our financial expertise enables us to configure systems in a manner that helps financial officers comply with Sarbanes- Oxley and other corporate governance mandates.
- **Integrated Portfolio Administration and Reporting** - Cushman & Wakefield brings experience and insight to all aspects of real estate portfolio administration. Our in-house staff can work with client side resources to ensure a successful implementation and knowledge transfer. We do not outsource our technology offerings or day-to-day delivery. In fact, we believe that our greatest asset is our highly trained staff.
- **A Proven Approach to Portfolio Administration** - The Cushman & Wakefield approach is consistent across all of our services and in all geographic regions, enabling us to take full advantage of our integrated model. Cushman & Wakefield's delivery integrates resources in local markets across the globe with a single global platform to ensure consistent quality in all markets with dynamic market knowledge. Our four-step implementation and portfolio administration process is consistent and effective.

## A SUPERIOR APPROACH TO GLOBAL OCCUPIER SERVICES

Cushman & Wakefield Global Occupier Services provides a comprehensive menu of integrated real estate and facility services combining worldwide reach, coordinated local execution and advanced data analytics - all aimed at delivering the highest value service in the industry.

## CUSHMAN & WAKEFIELD DELIVERS VALUE

### FLEXIBILITY

We develop occupancy and logistics strategies that adapt easily to changes in business strategy.

### OPERATIONAL COST SAVINGS

We find efficiencies to enhance service quality while reducing operational and occupancy costs.

### SPEED AND CONSISTENCY

Our platform and technology ensure projects, transactions and administrative processes stay on-track with dependable results, every time.

### TALENT ATTRACTION AND PRODUCTIVITY

Optimizing workplace location, design and amenities will attract the best employees and create an environment for them to do their best work.