



**PROPERTY**  
LEASING & SALES

# Enterprise IT Solutions

for all your  
business needs



Sphere Technologies is a conglomeration of Industry experts who have engineered and delivered challenging enterprise solutions across various domains.

Sphere has always been in the front end in taking up challenging implementation and customization assignments and then successfully deliver to the satisfaction of the end customers

Sphere provides services in the following key areas

- Oracle EBS
- Oracle Hyperion
- Oracle Business Intelligence
- Oracle Fusion

Apart from providing service around the Oracle platform, Sphere also has designed and developed three flagship products in the areas of

- Asset Tracking & Management
- Performance Appraisal
- Property Leasing and sales



Asset Tracking



Performance Appraisal



Property Leasing & Sales



# PROPERTY LEASING & SALES

A property Leasing System (PLS) refer to software designed for residential or commercial property management. Property management software can integrate with hospitality applications already running such as revenue and yield management programs, front/back office systems and point of sale systems, while other property management systems offer complete solutions by including all of these functions in their package.

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## Property Leasing System Modules

Property Leasing System comprises of primarily three modules namely

- Preoffer & New Lease Process
- Renewal & Extension Process
- Termination Process

## Key Benefits

- »» Controlled administration of leases and amendments including lease option management with encumbrance tracking
- »» Integrated accounting and property management functions
- »» Role-based dashboards and critical date notifications
- »» Simplified setup of complex expense recoveries
- »» Complete retail percentage rent calculations
- »» Easy straight-line rent adjustments for FAS 13 and IAS 17
- »» Real-time analytics, dashboards, and business intelligence
- »» Quick access to regularly visited screens and history
- »» Supports multiple currencies, languages, GAAP, and local taxation requirements

# PROPERTY LEASING & SALES



## Key Features

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[illegible]

Tenant Details			
Operating Unit			
Tenant Name	<input type="text"/>	Offer Date	<input type="text" value="10.OCT.2017"/>
Tenant Number	<input type="text"/>	Offer Execution Date	<input type="text" value="10.OCT.2017"/>
Lease Type	<input type="text"/>	Lease Start Date	<input type="text" value="10.OCT.2017"/>
LOI Number	<input type="text"/>	Rent Free Period (Months)	<input type="text"/>
Lease Num	<input type="text"/>	Lease Expiry Date	<input type="text"/>
Agent Name	<input type="text"/>	No of Payments	<input type="text"/>
Tawtheeq No.	<input type="text"/>		

  

Location	Charges	Receipt Details	Comments
Location Code	Lessable Area	Total Area	Unit Type
No of Bedrooms	Khidmah Unit Type	No of Parking	Market Rent
Rent Paid	Occupant Name		

[illegible]

## Pre offer and New Lease Process

With the help of the Preoffer and New Lease Process a user will be able to perform three major functions Create Pre Offer, Convert Pre Offer to Offer ,Offer Acceptance, Receipts ,Lease Creation, Printing Lease Contracts

## Offer to New Lease Process

By Uploading all units at a time and Releasing specific units for lease we assign released units to multiple users by defining Pricing based on unit attributes like Theme, View, etc. We define percentage of revenue for third party and managed properties, Multiple revenue accounts can be mapped for one invoice (Useful for Third party and Managed properties). Invoice created in receivables upon Approval of the lease.

Definite payment plans and multiple payment plans can be assigned to one building.

Sale or Lease contract can be created from the reservation, approval of the lease and picking up the contract is based on the rules and can be print from the PLS.

Multiple revenue accounts can be mapped for one invoice (Useful for Third party and Managed properties). Invoice created in receivables upon Approval of the lease.



# Renewal & Extension Process

Renewal reminder can be sent by selecting lease number, sent through email before the expiry of the current lease  
A Record can be maintained based on tenant decision on renewal.

Renewal lease is created with renewal rules (Price increase etc. Built-in approval hierarchy as per the business rules is provided, depending on the business need, same lease is renewed or new lease is created for the renewal.

If existing lease has multiple units and tenant wants to reduce then it can be reduced and renewed for required units only and termination process is initiated for units which are not renewed

Customer Decision

Lease Num

Commencement Date

Expiry Date

Lease Type

Tenant Number

Tenant Name

Rent Free Period (Month)

Reason

Decision

Request Num

Status

New Lease Num

Renewal

New Start Date

New Expiry Date

No of Payments

Year

Months

Days

Renewal Number

Unit Reduction

LOI Number

Units

Charges

Receipts

Location Code	Leasable Area	Total Area	Unit Type	No of Bedrooms	Khidma Unit type	No of Parking	Market Rent	Rent Paid	Occupant Name

Submit

Cancel

Approval History

Renew / Extend

Termination

Print Contract

# Termination Process

Penalty Rules are applied when sufficient notice is not given, an email can be sent to facility management, lease admin etc. about the lease termination to capture recovery charge details

Customer Decision

Lease Num

Commencement Date

Expiry Date

Lease Type

Tenant Number

Tenant Name

Rent Free Period (Month)

Reason

Decision

Request Num

Status

New Lease Num

Termination

Expected Termination Date

Actual Termination Date

Termination Num

Comments

Units

Charges

Receipts

Location Code	Leasable Area	Total Area	Unit Type	No of Bedrooms	Khidma Unit type	No of Parking	Market Rent	Rent Paid	Occupant Name

Submit

Cancel

Approval History

Renew / Extend

Termination

Print Contract

Entire termination process can be automated by Unapply Receipt, creating Credit Memo for unoccupied days rent, creating debit memo for charges, creating debit memo for refund amount, applying Receipts and creating invoice in accounts payable for refund amount etc.

Lease Termination

Lease Number

Lease Start Date

Lease End Date

Tenant Name

Tenant Number

Lease Amount

Payment Method

Termination Num

Status

Verify

Terminate

Locations

Unit Code

Start Date

End Date

Termination Date

Refresh

Invoices

Receipts

Charges

Create Receipts

Invoice Num	Invoice Class	Invoice Type	Invoice Date	GI Date	Invoice Amount	Credited Amount	Invoice Balance

Total Amount

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