

Document Organization Instructions

When we receive your lease file we convert your hard copy into electronic files. If you conform to the guidelines below we can minimize your costs and produce your abstract more quickly.

A Lease File refers to the lease document, AND all supporting documents, such as amendments, modifications, memoranda, assignments, guarantees, etc.

How to Prepare Your Lease File Documents

Please follow these rules for all your lease file documents:

- *Use 8 ½ x 11 or 8 ½ x 14 paper*
- *Be sure the copy appears on only one side of the page*
- *Be sure the copies are clean and legible*
- *Remove all staples*
- *Remove all file folders*

How to Organize the Documents

Please follow these instructions for organizing your lease file documents:

- *Be sure that each lease file contains the lease itself and all the supporting documents, including all amendments, subleases, etc.*
- *Put the documents in chronological order, starting with the oldest documents. For example, begin with the original lease, followed by amendment 1, amendment 2, etc.*
- *Separate each lease file either by rubber band, binder clip or paper clip. Please do not use staples.*
- *Place only one project in each carton. If the project is too large to fit in one carton, be sure you label the cartons clearly.*
- *Complete the Lease File Scan Form (see reverse) and place it on top of the lease documents within the carton. If you send more than one carton, please put a Lease File Scan Form within each carton and label each carton as box ____ of ____.*

Rent Rolls

Please be sure to include any commencement date letters, memoranda, rent rolls, estoppel certificates, etc. These documents are the key to creating an accurate abstract in the least amount of time. Please put these documents in the appropriate lease file in chronological order.



Office Use Only:

LPID: _____
Date Received: _____
Final Deadline: _____
Initials: _____

Lease File Scan Form

Please complete this form and place a copy within each carton sent to LeaseProbe for scanning. For additional copies of this form, please log on to leaseprobe.com

Project Information

Project Name: _____

Number of Leases: _____

Number of Packages: _____

Date Sent: _____ / _____ / _____

Deadline: _____ / _____ / _____

Contact Information

Company: _____

Contact: _____

Phone: _____

Email: _____

Notes

Please use this space to make any comments or notes regarding the contents of this carton.

Shipping

You can use any nationally recognized shipping carrier to ship your lease files. Please be sure to request signed delivery confirmation for your package.

Documents should be mailed to our address at:

LeaseProbe, LLC
1125 Ocean Avenue
Lakewood, NJ 08701
Attention: Scanning