

Planning logic

Date	25 JUNE 2025
Team ID	LTVIP2025TMID30578
Project Name	LEASE MANAGEMENT
Maximum Marks	

1. Lease Lifecycle Overview

Understand the stages involved in the lease lifecycle:

- **Initiation** (Identifying lease needs, negotiation)
- **Execution** (Agreement finalization)
- **Administration** (Payments, compliance, maintenance)
- **Renewal/Termination** (End-of-term decisions, renewals, or terminations)

2. Core Functional Modules

Plan your lease management around these modules:

a. Lease Setup & Onboarding

- Define lease type (e.g., commercial, residential, equipment)
- Record parties involved (lessor, lessee)
- Define lease terms (start/end date, rent, deposit, escalation clauses)
- Document attachments (contracts, floor plans)

b. Payment Management

- Schedule rent payments (monthly, quarterly, etc.)
- Automate invoicing and reminders

Planning logic

- Handle late fees and interest
- Record deposits, adjustments, and refunds

c. Lease Compliance & Obligations

- Monitor key dates (renewals, inspections, maintenance)
- Track insurance, licenses, and regulatory requirements
- Manage critical clauses (subleasing, exclusivity, etc.)

d. Renewals & Terminations

- Alerts for upcoming lease expirations
- Auto-generation of renewal offers
- Final inspection and settlement process
- Archival and offboarding

e. Reporting & Audit

- Financial reports (e.g., lease receivables, outstanding payments)
- Compliance logs
- Audit trails for all changes and documents

3. Data & Document Management

- Centralized digital repository
- Document version control
- Secure access roles and permissions

Planning logic

4. Integrations

- **ERP/Accounting systems** (for financials)
- **CRM** (if tied to customer leases)
- **Email & notification services**
- **Maintenance platforms** (for facility management)

5. Automation & Alerts

- Automated rent and renewal reminders
- Smart escalation (rent increases)
- Exception alerts (missed payments, expiring insurance)

6. Compliance with Standards

- IFRS 16 / ASC 842 lease accounting (for financial leases)
- Local laws (eviction rules, security deposit rules, etc.)

7. Access & Security

- Role-based access control
- Data encryption & audit trails
- Multi-factor authentication

Planning logic

8. User Experience (UX) Planning

- Dashboard with key lease KPIs
- Mobile accessibility (for inspections and field operations)
- Intuitive UI for adding/editing lease details

9. Contingency Handling

- Early termination logic
- Break clause support
- Dispute management workflows

10. Future-Proofing

- Scalability (support hundreds/thousands of leases)
- AI/ML features (e.g., anomaly detection in rent trends)
- ESG compliance (tracking sustainability aspects of leased assets)