**AI Lease Expiry Coordinator for Portfolio Directors (with Prioritization and Urgency Alerts)**

Primary User : Portfolio Director managing multiple commercial properties and responsible for lease renewals and financial performance ( Corporates or Brokerage Firm )

Scenario Flow

Portfolio Director inputs the following prompt - “Show me leases expiring in the next 6 months in Chicago.”

AI Agent – Extracts the date based on following logical flow and provides the following data.

* Filter by:
  + Location = Chicago
  + Expiration Date <= Today + 6 months
* Sort by:
  + Total Rent Per Annum (descending)
* Group by:
  + Urgent Attention (<= 30 days to expiry)

AI Agent shares the detail with the Portfolio Directo

A table with numbers and a few words

AI-generated content may be incorrect.

Portfolio Director Prompt – “Send this to Mr. X and ask him to begin renegotiation with the top 3 vendors.”

The AI agent : It creates a team message with some description

Please review the leases below that are expiring in the next 6 months in Chicago. Two leases require urgent attention as they are expiring within the next 30 days.

🛑 Urgent – Expiring Within 30 Days:

- XYZ Group (5th Floor): $320K, expires 20 June 2025

- ABC Corp (Lobby Shop): $150K, expires 28 June 2025

📊 High-Value Expirations:

- DEF Realty (10th Floor): $500K, expires 15 Aug 2025

- Zeta Inc. (3rd Floor): $350K, expires 1 Sep 2025

- LMN Corp (1st Floor): $125K, expires 10 Jul 2025

Please begin renegotiation discussions with the top vendors and update me on progress.

Ai Agent - Would you like to receive this lease report every Monday?”

Portfolio Director – “Yes, please create the report.”

AI agent – It confirms the user’s recurring report preference and explain what will happen next. Prompt to be as follows “Great! I’ll send you a lease expiry report for Chicago every Monday morning”.