Industry Solutions Guide

Contracts 365 for Real Estate™

contracts³⁶⁵®

Contract management that's built for property management

In the dynamic world of real estate and multi-family home management, being able to manage large volumes of contracts efficiently and accurately is paramount—whether you're negotiating leases and vendor agreements or acknowledging regulatory requirements. Contract Lifecycle Management (CLM) software that's designed specifically for the needs of real estate and property management professionals helps you maintain compliance, minimize risks, and optimize operational processes.

Contracts 365 for Real Estate™ leverages the full breadth and depth of the Contracts 365® platform coupled with data, processing, and integration features specific for property managers and owners of multi-family, commercial, student, and senior living portfolios. It supports corporate contracting needs—including construction services, leasing, corporate agreements, service agreements, general contracting agreements—as well as property-specific contract management. And it can be tailored for your specific organization.

Contracts 365 for Real Estate offers:

Core Contract Management Capabilities

- Centralized Secure Repository
- Automated Contract Generation
- Third-Party Contract Support
- Comprehensive Search
- Powerful Reporting Engine
- Automated Security Alerts
- Automated Contract Approvals
- Self-Service Requests
- Contract Negotiation Support
- Full eSignature Integration
- Compliance & Obligations Training

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Real Estate-Specific Data & Processing

- Corporate & Property Specific Contract Support
- Property Records
- Property Dashboards
- Property Watchlists
- Content Risk Analysis
- Property Acquisition & Sales Support

Core Contract Management Capabilities

Contracts 365 for Real Estate starts with a solid foundation built on decades of contract management expertise coupled with an elegant user experience and world-class engineering and support. Contracts 365 is designed to align with the entire contract lifecycle, so we have you covered every step of the way.

Centralized Secured Repository

At the heart of Contracts 365's contract management system is a powerful, centralized document repository which stores and catalogs contracts and related documents from creation, negotiation, and execution all the way to storage, obligation management, expiration, or renewal. Contracts 365 is built to work with your organization's Microsoft 365 infrastructure, so your contract repository and data live in your existing Microsoft cloud (not someone else's). This allows all your existing security protocols, identity management, retention and records management protocols, and passwords to work seamlessly— while your contract data benefits from Microsoft's unparalleled investment in technology and security.

Automated Contract Generation

Typically, organizations like to use their own "paper" or "form" that incorporates preferred terms and conditions for the purchase and sale of goods and services. Contracts 365 offers a rich contract-generation feature that allows primary agreements to be automatically created. Whether it's direct or indirect purchase agreements, property management agreements—or supplemental documents like statements of work, amendments, or change orders—Contracts 365 intakes information dynamically using smart, wizard-like forms to automatically generate documents to your company's specifications.

Third-Party Contract Support

Sometimes, you need to work with third-party contracts that are provided by your customer or vendor. Contracts 365 provides full support for third-party contracts by allowing them to be easily uploaded to the system and incorporated directly into a risk-specific workflow process so they can be reviewed properly and negotiated accordingly.

Comprehensive Search

Contracts 365's centralized repository makes it possible for contracts to be easily searched by virtually any attribute—property, counterparty, contract type, expiration date—or any field that is important to you. This helps users to easily find contract information through a global "Google-like" search experience. It also provides intuitive charts and graphs for drill-down capabilities and metadata-attributed search for simpler searching and more relevant results.

Reporting Engine

The ability to dynamically create reports or to schedule automated reports can dramatically improve the real estate contracting process. For example, automatically being able to generate a report showing all contracts set to expire in the next 60 days by property—or having reports which list corporate or property-specific contracts with high-risk clauses—can be critical to your organization's success.

Contracts 365's Reporting Center offers both on-demand and scheduled reporting. Choose from industry-standard reports or customize your own comprehensive drag-and-drop interface to add new field sections, filters, and sort orders that can be specified for different needs, recipients, and schedules.

Automated Expiration Alerts

Alerting and notifications for contract expirations are fundamental to property management. With Contracts 365 for Real Estate, corporate team members and property managers can be automatically notified when events related to the contract or property occur. Plus, you can enable automatic escalations to ensure dates are never missed. (The system also supports auto renewals and perpetual contracts with ease.)

Automated Contract Approvals

When drafting contracts, there is often a need to obtain approvals based upon roles, property location, approval levels, and other criteria. In some cases, an approval process can be highly structured. In others, it can be relaxed or ad-hoc.

Contracts 365 allows for pre-execution contracts and supporting documents to be automatically routed for approval based on your business processes, from the simplest approval to the most complex, multi-step workflow.

Self-Service Requests

The more your business users can take care of contracts on their own, the more efficiently your team can work. Contracts 365 puts self-service functionality into everyone's hands, so simple tasks like contract requests and submission can be handled on the fly. In fact, we've made them so intuitive and easy to complete, most tasks can be completed in 30 seconds or less.

Contract Negotiation Support

When negotiating a contract with one or more external organizations, it's important to have a highly secure and robust way to exchange documents and automate redlining. Contracts 365 lets users easily share contract documents with internal or external parties while maintaining complete version control within the Centralized Secure Repository.

Full eSignature Integration

Electronic Signature dramatically improves the convenience, speed, and auditability of the contracting process. Contracts 365 is a certified DocuSign and Adobe Sign partner and allows eSignature to be employed system-wide or used tactically based upon your specific business requirements.

Compliance & Obligation Tracking

Certain contracts have predefined obligations that need to be met—
either once (upon execution of the contract) or on a recurring basis.
These obligations set a precedent for contract compliance by one or
more contract participants. Contracts 365 gives you the ability to define
obligations, assign oversight and ownership, and add instant alerts and
notifications to ensure strict compliance management. Obligations
can be defined at three distinct levels with a rich set of automation and
reporting features to help you proactively stay ahead of issues.

Artificial Intelligence Practically Applied

The use of AI is introducing incredible new efficiencies in business
operations, and Large Langue Models (LLMs) like ChatGPT from
Open AI are having a practical impact in many disciplines, including
contract management. Working closely with Microsoft, a key investor
and collaborator in OpenAI, we've optimized Contracts 365 to provide
the most powerful and secure AI capabilities available in the market.
With Contracts 365, data can be automatically extracted, contracts
can be summarized, clauses can be compared for easier negotiation,
and contracts and provisions can be auto generated within a fully
secured environment. And this is only the beginning as Contracts 365
and Microsoft continue to introduce new AI capabilities within the
Contracts 365 platform.

Real Estate Specific Data & Processing Capabilities

Contracts 365 For Real Estate helps you manage contracts both at an organizational level and at a property level, for greater understanding, insights, and control. Corporate contracts help you manage organization-wide needs, such as procurement and operations. Property-level contracts help you manage leases, agreements, and operations of individual buildings and properties. Based upon the nature of the contract, you can customize how they are created, negotiated, stored, approved, renewed, and enforced via compliance requirements.

Property Records

Contracts 365 structures contract organization around three key pillars of information: the Contract Record, the Counterparty Record, and the Property Record. Contract and counterparty records can include contract documents, obligations, email communications, contract tasks, and other related information. Property Records let users easily find specific properties and all their related information including contracts, counterparties, and all the subordinate data.

Property Dashboards

Contracts 365 for Real Estate lets you easily maintain and manage property-specific information though a robust Property Dashboard. This also gives you key property data as well as workflow, charting, security, reporting—all in one, easy-to-scan place.

Property Watch List

The Property Watch List lets you flag properties that are being considered for sale. When a Property is on a watch list, standard contract approval processes and workflows can dynamically adjust to reflect any additional steps required for these property's contracts. (Of course, a property on a Watch List can be treated as confidential so that only selected groups and/or individuals are aware of the property's potential for sale.)

Contract Risk Analytics

Contracts 365 For Real Estate offers you robust risk analysis tools to ensure that the appropriate level of information and visibility is available for managing upcoming expirations, exception-based clauses, language, obligations, and information—at the Contract, Counterparty or Property level. The Real Estate Risk Dashboard and KPI Tiles let you see key risk assessment charts and drill down into content of interest or at risk. If risks do arise, automated notifications and escalations can ensure that risks are quickly addressed within the organization.

Property Acquisition & Sales Support

Real estate companies usually need a streamlined approach to the acquisition and sale of their properties. Contracts 365 for Real Estate makes it incredibly easy to present all contracts related to the property to be acquired—or quickly compiles property contracts for the prospective buyers—to ensure that due diligence reviews are easily carried out.

Plus, on-boarding and off-boarding of contracts is substantially streamlined with a simplified approach for uploading new property contracts and related information, and an optimized workflow process for review. When selling a property, Contracts 365 allows your team to log due diligence requests and associate contracts and documents with them—and then be batch exported and saved with a "contract inventory manifest" to provide a complete picture for review.

Easy Integrations

Whether it's Yardi, RealPage, Oracle, Microsoft Dynamics or other systems, there is an increasing need to integrate third-party systems with your contract management platform. By automatically synchronizing your properties and suppliers with your contract management system or creating suppliers in your financial system after a contract is executed, you can save significant time and eliminate errors. At Contracts 365, we provide a number of ways to integrate with third-party systems—just ask for details.

Conclusion

When you have to manage large volumes of property management contracts, you need a Contract Lifecycle Managemengent solution that's specifically designed for the job. With Contracts 365 for Real Estate, you can easily automate processes and create efficiencies—while maintaining both a bird's-eye view of your organization's contracts as well as property specific details. To learn more, contact us at **Contracts 365.com** today.

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Contracts 365 is powerful contract lifecycle management software purpose-built for Microsoft 365 customers. Our intuitive, cloud-based CLM software leverages our customers' strategic investment in Microsoft applications, architecture, and security to give them unparalleled control of their private contracts and data. With world-class implementation and support of industry-specific contract management solutions, Contracts 365 helps you discover the power of your contracts, every day.

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