



ALPHA Office Escalations™
Accurate • Automated • Affordable

AOE – It Pays You Back™

Features & Benefits



BROWNFIELD & MAYERHOFER, INC.

Operating Expense Escalations – Consulting, Training & Software Solutions

Join us on the Cloud at www.AlphaOfficeOnline.com or visit www.EscalationAdvisors.com

Escalations Made *EASY*, with *AOE*

Here's Why:

- ALPHA Office Escalations™ is an online software-as-a-service product that is designed to be user friendly and flexible enough to handle operating expense invoice calculations for 99%+ of commercial office tenant leases. How strange is that? It uses the same methodology established in our book: *The Escalation Handbook for Office Buildings*, published continuously by BOMA International since 1991, now in its Third Edition, and is the only escalation methodology approved by BOMA and also widely accepted as an industry standard.
- ALPHA Office Escalations™ gives you the tools you need to manage the *entire* escalation process for your property and to actually collect what is owed to the landlord to per the building's leases. With AOE's Dashboard and reports, you'll immediately see the overall picture for the building year-over-year *plus* the details behind each tenant's invoice and cover letter.

Flexibility

AOE offers two gross-up processes: the Total Cost Approach and the Percentage Adjustment Approach, so AOE can be used to gross up any type of operating expense. It can also easily calculate Expense Caps, Capital Amortizations, Interest on capital pass-throughs and an *unlimited* number of Expense Pools. Typical property accounting software is not flexible enough to capture all types of unique lease language related to escalations, since many tenant leases have unique operating expense clauses. *Therefore, typical accounting software often can't accurately calculate each tenant's escalation invoice. But AOE can, so try it out.*

Dependability

AOE's proprietary methodology is built into the background, so formulas cannot be changed. In-house Excel schedules are error-prone, mask hidden formula problems, and can ultimately create more problems for property accounting and property management.

These issues make calculating and billing operating expense escalations for an office building a difficult job. To comply with lease agreements, escalation calculations need to be both accurate and consistent. Otherwise, building owners and tenants will suffer economically and the trust between them will be lost.

Better Results

AOE solves all of these problems for you. You'll have fewer audit problems because of our standardized formatting and formulas.

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Benefits

✓ Better Information

Use the Dashboard to instantly see a complete picture of your property's escalations.

- How much escalation income are you generating?
- What percentage of Operating Expenses is not collected (aka: leakage)?
- See a year over year comparison of Operating Expenses.

Better information leads to better management, charging what's agreed to in each lease, and promotes excellent tenant relations.

✓ Save Time

Spend less time creating and maintaining cumbersome spreadsheets and shorten your accounting cycle times.

✓ Eliminate Errors

No more searching for formula errors.

✓ Automatic Carry-Forward

Stop re-entering data from year to year by carrying forward data.

✓ Improve Audit Results

Be confident and prepared for lease audits -- each year's data is permanently stored and instantly accessible (no more searching through dead storage), which can be invaluable when researching issues from prior years' audits. All data can even be transferred to the next owner if your building sells.

✓ Know That It's Done Right

Use BOMA International's approved methodology. AOE is the only escalation software with this endorsement.

✓ Strong Support

The Annual Service Fee covers:

- Free upgrades (*made seamlessly*). We listen to your suggestions.
- Free technical support for initial set-up of AOE
- Free support for software questions
- Free support for "How do I do this?" questions (*email & phone*)
- Free semi-annual training webinars
 - During budget season (*September*)
 - During reconciliation season (*February*)

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Features

- ✓ **Automatic**
Automates the entire escalation process, from calculations to billings and cover letters to tenants, for both pre-billing and for year-end reconciliations.
- ✓ **Accurate**
Accurately and consistently calculate escalations including gross ups, capital amortizations, expense pools and expense caps.
- ✓ **Unlimited Flexibility**
Accepts any chart of accounts, an unlimited number of leases and expense pools, and accommodates virtually any lease escalation clause.
- ✓ **History**
Stores all prior years' data for future reference or transfer.
- ✓ **Any PC, Tablet, or iOS Computer**
AOE is an online software-as-a-service (SaaS) product and is accessible over the internet and works with any Windows-based PC or Apple laptop, tablet, or desktop computer.

Testimonials

- “ALPHA Office Escalations has removed all of the apprehension from performing the annual true-ups. They are now fast, accurate and never disputed. They have been commended by the auditors themselves.”
– Karrie S. McCampbell, CPM, SVP, Management Services, Transwestern
- “We used to rely on Excel spreadsheets for our escalation billings. The ALPHA Office Escalations software is much more dependable, since formulas can't be changed. It's fast: Year 2 was a breeze, since we only had to input changes. And using BOMA's standards makes our tenants really comfortable.”
– Brett Williams, SVP, PMRG
- “The software is great and easy to use. Makes reconciliations much easier.” – Carol Sapstead, Property Manager, Lincoln Property Company
- “I like the invoices for tenants. The breakdown and format are very clean and understandable. The program makes it easy to verify any caps on expenses or gross-up calculations – and there are fewer human errors.”
– Karen Bray, Property Manager, Lincoln Property Company
- “The software has become an essential part of our accounting business cycle. It has improved our operating expense pass-through process and we highly recommend using it for CAM Estimates & Reconciliations.”
– Ann-Marie Douglas, Assistant Regional Portfolio Manager, Equastone Real Estate Investment Advisors
- “We've achieved greater consistency in our year-end reconciliation's, gross-up calculations and our tenant pre-billings. The software easily works with gross and triple-net leases, multiple-expense pools and detail reporting.”
– Paul Noetzel, Associate Director, CB Richard Ellis, Austin, Texas