

Lease Contract Management Specialist

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Company: MAJID AL FUTTAIM

Location: dubai

Category: other-general

Create entries for Lease deals in the Data Capture System based on the input received from the Leasing Team in Asset Management. Prepare the draft and final Lease Agreements, Amendments and Deeds to be checked by the appropriate personnel for accuracy and ensure that the same is in accordance with the terms and conditions agreed at the time of closing lease deal and send the same to the client for review and acceptance. Review the final acceptance from the client on the Lease Agreement document to ensure that there is no ambiguity in the acceptance of the terms and conditions stated in the formal lease agreement and that there is complete clarity between the Company (Asset Management Business Unit) and the tenant's commitment with regards to the agreement. Collect all pertinent and valid legal documents from the tenant such as Trade license, Commercial Registration, Insurance Certificate, Owner's passport copies etc., to ensure the legality of the tenant. Organize the payment documents and forward the same to the client along with the Lease Agreement so as to receive the payment along with the signed agreement signifying the acceptance of the client. Responsible for all correspondences between Company and tenants whether it is by email, letter and fax and all follow up required during the course of the process, until the final Lease agreement is signed. Provide input (cheques, job requests, T- Forms) to and receive output from (legal jobs, receipts, ,LOD's) to related departments i.e., Leasing, Finance, Legal and Retail Architecture. Provide all necessary data / reports concerning to Lease administration to Senior Manager Lease Administration as and when requested. Maintain accurate filing of all Lease deal related information and agreement (both physical and on system e.g. Yardi / MRI and/or SharePoint etc.) so as to

enable the team to refer the same with respect to rent collection / renewal / extension etc., as well as to serve as a point of reference in case of any litigation. Ensure compliance with the MAFP Asset Management Business Unit's Code of Conduct, Departmental policies and HC Policies and Procedures at all times. Be the advocate and ambassador of aligning and cascading the MAF Properties values across Asset Management Business Unit and ensure that it is adhered to and exhibit the same all the time.

#J-18808-Ljbffr

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