



Leon Capital Group  
Lease Administration Project:  
Yardi Voyager





**Leon Capital Group** is a high-performing real estate investment company. They acquire and develop assets across a diversified portfolio that yields superior returns to investors. With a focus on multifamily, retail and self-storage properties, Leon Capital Group has successfully overseen more than 250 investments, representing approximately more than \$2.5 billion dollars in capital.

*Client Fact Sheet:*

- Number of Employees: 70+
- Headquarters: Dallas, TX
- Industry: Real Estate Investment/Development



Leon Capital Group's property management and accounting department needed assistance with their back-end office financials and accounting. Their time and resources were being spent on day-to-day tasks such as lease abstractions, monthly rental billing, on-going tenant correspondences and AR and AP processing. Additionally, Leon Capital Group was also seeking a service provider who had the expertise in Yardi and that could implement the lease administration tasks into Yardi, generate custom reports and manage the system to its fullest potential. They needed to find an experienced team to help, support and relieve the managerial team with both needs.



After the initial lease abstraction pilot program was offered to Leon Capital Group, they were sold; Retransform was selected as the service provider to support and manage all of their property management back-end services. The Leasing Support Team's first task was to handle all lease abstractions in their entire portfolio and then integrate the lease set-up into Yardi Voyager. Retransform's team is highly trained and experienced in Yardi, so managing the on-going lease administration tasks with Yardi Voyager was pertinent and easily implemented. They created step-by-step process manuals to help tasks such as monthly billings, amendment updates, tenant correspondences and their lease obligations.



The Retransform team was thorough in each and every single requirement that was requested. They completed the required lease abstractions and the lease set-up in Yardi Voyager. Currently, there is a dedicated support team to manage the on-going lease administration tasks for approximately 100 commercial properties. Retransform has effectively streamlined the on-going lease administration and accounting activities, resulting in the elimination of manual work and gaps in the process for Leon Capital Group. A prime example would be that the Retransform support team completed an audit, cleared the backlog ledger and collected all pending tenant Insurance Certificates.

Leon Capital Group ultimately freed up resources to focus on company strategies by utilizing Retransform's services and operational processes.

## Client Speak

"We [Leon] has nothing but positive things to say about Retransform and the various team's work. Leon is pleased with Retransform services and we give them 2 thumbs up! Great Job!"

– Javier from Leon Capital Group



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