Healthcare Lease Management Guide

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Lease Management Guide for Healthcare Property Managers

This guide is designed to assist healthcare property managers and facility owners in effectively managing their leased locations. By leveraging modern lease management software, healthcare property teams can centralise data, automate processes, reduce risk, and ensure operational continuity across critical facilities.

1. SETTING UP FOR SUCCESS

✔ Lease inventory and organisation

☐ **Comprehensive lease inventory**
Maintain a centralised record of all healthcare facility leases, including hospitals, clinics, office buildings, and specialty service areas. Record key details such as location, square footage, lease terms, rental schedules, renewal/termination clauses, shared space usage, and responsibilities for compliance-related upgrades (e.g. accessibility, medical waste disposal).

☐ **Document accessibility**
Digitise and store all lease documents, amendments, and related agreements in a central platform to enable quick, secure access across departments.

✔ Communication framework

☐ **Internal contact directory**
Keep an up-to-date list of key stakeholders, including facilities managers, clinical leads, legal, and finance teams.

☐ **Communication plan**
Set protocols for internal alerts on lease milestones (e.g. expirations, rent reviews, option deadlines), and updates on compliance or operational changes affecting leased sites.

✔ Technology setup

☐ **Lease management software**
IImplement lease management software built for multi-site healthcare organisations. Look for features like centralised dashboards, automated alerts, compliance tracking, and customisable reports across locations.

2. ONGOING LEASE MANAGEMENT

✔ Facility oversight

☐ **Centralised visibility**
Monitor lease obligations, maintenance responsibilities, and service-level agreements across all sites to ensure continuous compliance and operational efficiency.

☐ **Proactive engagement**
Foster regular communication with landlords and property owners to address issues promptly and support long-term collaboration.

✔ Lease compliance

☐ **Standard operating procedures**
Establish consistent processes for reviewing rent payments, building maintenance compliance, and use-of-premises clauses, especially in relation to healthcare-specific needs.

☐ **Issue tracking and resolution**
Document compliance gaps or disputes and maintain logs of how they were resolved to inform better lease negotiation strategies in future.

✔ Financial management

☐ **Automated payment tracking**
Use technology to track and automate rent payments, CAM charges, or lease reimbursements, ensuring accuracy and minimising missed deadlines.

☐ **Budget alignment**
Align lease expenditure with operational and capital budgets. Identify high-cost sites or opportunities for lease renegotiation or consolidation.

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3: LEASE EVENT MANAGEMENT

✓ Lease renewals and terminations

☐ **Renewal planning**
Notify internal teams 6–12 months before lease expirations to allow time for negotiation, relocation, or service continuity planning.

☐ **Exit procedures**
Standardise site exit checklists covering inspections, removal of sensitive medical equipment, environmental cleanup, and final settlement documentation.

✓ Rent reviews

☐ **Market benchmarking**
Research market trends and healthcare real estate metrics to support data-driven rent negotiations.

☐ **Negotiation readiness**
Provide lease review summaries and cost history to decision-makers before engaging with landlords.

✓ Lease modifications

☐ **Request management**
Log and assess lease modification requests (e.g. space reconfiguration, infrastructure updates, utility upgrades) and flag time-sensitive ones..

☐ **Approval processes**
Route all proposed changes through legal, facilities, and finance for documented sign-off and integration into lease records.

4: PORTFOLIO OPTIMISATION

✓ Centralised data management

☐ **Unified lease records**
Maintain accurate and standardised data for all sites, removing duplicates and version conflicts.

☐ **Analytics and reporting**
Generate comprehensive reports to assess portfolio performance and identify opportunities for optimisation.

✓ Operational efficiency

☐ **Automated workflows**
Use automation to streamline lease-related tasks, such as rent escalations, key date tracking, payment processing and compliance checks.

☐ **Sustainability initiatives**
Track energy performance, HVAC upgrades, and green certifications to support cost reduction and sustainability goals.

4: REPORTING AND CONTINUOUS IMPROVEMENT

✓ Performance monitoring

☐ **Portfolio metrics**
Monitor KPIs like lease renewal rates, occupancy and utilisation, rental spend by region, and service disruption incidents.

☐ **Feedback channels**
Collect feedback from operations, facilities, and finance teams to continuously improve lease management processes.

✓ Strategic planning

☐ **Data-driven decisions**
Leverage reporting dashboards to support decisions on lease consolidation, expansion, or relocation.

☐ **Portfolio reviews**
Establish annual or biannual reviews of lease performance, compliance risks, and strategic alignment to identify opportunities for optimisation.

Implementing a structured and proactive approach to lease management empowers healthcare property managers to support operational continuity, control costs, and make smarter decisions. With Nomos One's lease management software, you can digitise lease portfolios, automate workflows, and gain real-time visibility, reducing administrative burden and enabling your team to focus on delivering better outcomes for patients, staff, and stakeholders.