



Information [Found] Is Power

REAL ESTATE WORKFLOW SOFTWARE & DOCUMENT SERVICES

REITS | PM | PE | LENDERS | DEVELOPERS

WHAT IF YOU COULD...

- **Accelerate** efficiency and cut costs of the lease administration process
- **Consolidate & Organize** all closing, lease and investor documents?
- **Instantly locate** documents from anywhere with an internet connection?
- **Avoid** costly delays caused by missing documents?
- **Minimize liability** by ensuring all transaction information is captured?
- **Ensure** that a process is complete, on time and documents are the final version?
- **Integrate** all documents with property accounting, lease management and Microsoft SharePoint?

Millennia Group creates a competitive advantage for real estate firms by achieving complete process and document integrity with cloud software and document outsourcing solutions.



ACHIEVE PROCESS INTEGRITY

Cloud Document Workflow & Instant Retrieval Software

For REITS, private equity investors and property management companies: FileStar ensures that decisions are only made based on a complete set of documents and automated notices keep those decisions timely.

For developers: FileStar is the central document repository between the developer and the lender.



FileStar is deployed quickly, requires minimal IT resources and is conquered in minutes by any user level. FileStar ensures complete security with SSL encryption and being hosted in an SSAE 16 certified facility with redundant power, hardware and internet connections.

Applications: closings, monthly requisitions, lease administration, stakeholder document access

Entry-Level Workflow & Compliance Software



If you don't need all that FileStar has to offer, CollectDocs is your tireless, amazingly efficient, super organized, executive assistant, business analyst, and bulldog all rolled into one outstanding productivity tool.

Applications: due diligence, new employee, tenant or vendor on-boarding, estoppel collection.



ACHIEVE DOCUMENT & DATA INTEGRITY

Paper: Document Scanning & Storage

We will scan your closing, lease and investor documents onsite at your location or offsite at our Chicago service bureau. During the scanning process, each document is tied to a lease ID or property ID that allows you to reconcile that all documents are captured.

Digital: Document Migration & Organization

If you need to migrate documents from a legacy document management system, we can collect and normalize all of your electronic documents and make them available to your property accounting, lease management and/or Microsoft SharePoint system.

Where to Start? I:S³

Inventory: Scan, Store, Shred

With I:S³, you will lower your off-site storage costs, reduce your potential litigation exposure and empower your employees with access to relevant information.



The I:S³ Process:

- Take a complete inventory of your paper and electronic documents
- Give you a tool to research your document inventory and determine the best course of action
- Incorporate your records management and retention policies
- Scan and store only what's needed, shred the rest
- Operate at your facility (onsite) or ours (offsite)

ABOUT MILLENNIA GROUP

Since 1996, Millennia Group creates competitive advantages for real estate firms by ensuring complete process and document integrity with workflow software and document services. FileStar is the real estate industry's leading workflow automation software while CollectDocs is a cost-effective, entry-level workflow application. Document services include onsite and offsite document scanning, and electronic document migration – it all starts with Millennia's proprietary IS3 process, which reduces both liability and costs by identifying only what needs to be scanned/stored and shredding the rest. Information [found] is power. Get started today: www.mgdocs.com