



## Putman Properties - Project Overview

Putman Properties, Inc., has been in business since 1985 and is a full-service commercial, industrial, and investment property broker.

Putman represents owners, partnerships, and Limited Liability Companies (LLCs) in leasing office, medical, warehouse, distribution and income properties. Putman also represents buyers, investors, banks, and owners in buying and selling properties.

In addition to traditional real estate services, Putman has a 24/7 Property Management Service that maintains the value of over 1.5 million square feet of space.

## The Challenge: Create an Efficient Database for Active Listing Reports and Property Fact Sheets

Putman Properties needs to track their active property listings categorized by office, retail, and industrial properties available for sale or rental. Putman captures this information with an in-house active listings report used by the Putman team every day. The information that they need to track includes the properties for sale, sales price, square footage, lease rate, agent, and agent contact information.

Putman also needs to generate commercial property fact sheets, vacant land fact sheets, and industrial property fact sheets. These fact sheets can be presented and posted publicly to provide potential clients details about the properties available for purchase or lease.

The in-house active listing report and property fact sheets are key documents essential to Putman's internal and external business processes.

The challenge with their legacy system was that they had to access multiple computer applications in order to generate their in-house listing reports and fact sheets. It was very cumbersome to import photos, floor plans, and text information from multiple sources and from multiple

applications.

### The Solution: Adatasol's Real Estate Database

The system installed by Adatasol allows Putman create all their real estate business documents – both active listing reports and fact sheets -- on one system.

Beside the overall efficiencies Adatasol provided by using a single system, there are specific time-savings features that Putman now enjoys.

For example, if there are multiple properties in a strip mall, Putman can prepare a base fact sheet for a single property unit within the mall, and then hit "Duplicate" to prepare similar fact sheets for the adjacent strip mall addresses. Only the address and small details may need to be changed from the base file instead of re-creating each new fact sheet from scratch.

### Conclusions

The Adatasol system allows Putman to efficiently create and review active listing reports.

Multiple software systems are no longer necessary, so the compatibility upgrades required for multiple softwares are no longer necessary, which reduces overhead costs.

The Adatasol system allows Putman to duplicate property fact sheets quickly into new property fact sheet files.

All these enhanced features allow Putman to save and refocus valuable staff time when generating listing reports and fact sheets for the active properties.