

Lease Abstraction Quality Control Workbook

Verify document chains, controlling language, citations, date calculations, unresolved issues, and final approval.



Define your operating rules

Document-chain owner	
Required field set	
Citation and quotation standard	
Calculated-date reviewer	
Unresolved-issues queue	
Final approval owner	

Decision notes

Readiness checklist

Attach a written rule, owner, or test result to every checked line. A blank answer is a reason to keep that path out of the first launch.

- ☐ Confirm the original lease and every amendment, extension, assignment, guaranty, side letter, and relevant notice.
- ☐ Put documents in effective-date order and identify which document controls each changed field.
- ☐ Require a document and page citation for every material abstracted value.
- ☐ Open each citation and confirm the language supports the abstract rather than merely mentioning the topic.
- ☐ Show the source inputs and method for commencement, expiration, notice, option, and escalation date calculations.
- ☐ Flag conflicting, missing, ambiguous, or conditional language instead of selecting an answer silently.
- ☐ Review rent, options, notice mechanics, assignment, repair, insurance, access, defaults, and asset-specific risk fields.
- ☐ Separate extraction from independent quality control and record the reviewer and review date.
- ☐ Resolve or clearly carry every exception before the abstract supports a notice, decision, refinance, or sale.
- ☐ Retain the source document chain, reviewed abstract, citations, exceptions, and approval record together.

Test scenarios

☐ Missing amendment Result / owner: _____	☐ Conflicting language Result / owner: _____	☐ Calculated option date Result / owner: _____
☐ Ambiguous notice Result / owner: _____	☐ Missing citation Result / owner: _____	☐ Asset-specific field Result / owner: _____

Ready to scope the workflow? Book a meeting at <https://leasebrain.ai/contact>. We will review the operating rules first, then discuss scope and pricing.