

1

SEAMLESS CONSTRUCTION TURNOVER

- Execute Management Agreement
- Assign Property Manager
- Attend Construction Meetings Sixty (60) Days Prior to Completion
- Coordinate Punch List Items with Construction
- Obtain O&M Manuals, As-Built Drawings and Vendor List for Follow-Up
- Meet with Tenants

2

INNOVATIVE PROCUREMENT PROCESS

- Meet with Building Owner
- Develop Operating Manual
- Secure Vendor Contracts
- Generate Portfolio Discounts
- Pursue Cost Reduction Opportunities

3

PHYSICAL MANAGEMENT COMPONENTS

- Assign Trained Management Personnel
- Perform Regular On-Site Inspections
- State-of-the-Art Financial Reporting
- Anticipatory of All Requirements

4

STRONG TENANT RETENTION

- Timely Response to All Requests
- Host Appreciation Events
- Accessible Property Management Office
- On-Site Maintenance Technicians
- Tenant Satisfaction Surveys

SUPERIOR RESULTS

Our standards are as high as your expectations, our record is your assurance of performance, and we will work to create, maintain and deserve an enduring relationship with you.