

NAI Realvest

Property & Facilities Management Services



Property Management **Solutions**

Professional property management is critical to ensuring the longevity and vitality of your commercial real estate investment.

Our bottom line is to always manage your goals while preserving capital and minimizing risk.

Management Strategy

NAI Realvest's goal is to place each property in the best physical and financial position, and to maximize the value of the asset while meeting the client's specific goals and objectives. We combine extensive real estate experience, local industry knowledge, leasing expertise and strong local relationships with quality reporting, cost effective maintenance, accounting and management services.

As the Landlord's agent, we will work closely with the leasing agent, engage in proactive tenant relations, administer all leases, maintain the common areas, provide full-service accounting/reporting, and act as a resource to assist when and where needed. We will evaluate the property and make recommendations to place them in the most marketable condition.

Definition of Requirements

Our clients' key objectives are identified and evaluated to properly assess all the financial and non-financial considerations; our goal is to help our clients meet their expectations for their properties.

In today's world, more than ever, the success of your asset is based upon how well you are connected to the local market and opportunities.

NAI Realvest and its Property Management team have been providing a comprehensive menu of services to their clients for more than 35 years. We have earned a reputation for working hard to develop and maintain effective relationships with our clients, tenants, leasing agents and service providers. This focus has enabled us to consistently meet the goals and objectives of our clients, efficiently managing each property in our portfolio to achieve tenant retention above the industry norms. In addition to our local expertise, we are able to draw on the experience and resources of NAI Global worldwide to provide the following services:

- Asset and Property Management
- Facilities Management
- Financial Reporting
- Receivership
- Acquisition and Disposition
- Leasing and Marketing Programs
- Routine Property Inspections
- Lease Audits and Administration
- Construction Supervision
- Repair and Maintenance Programs
- Tenant Retention Programs
- Emergency Response Services

Property Management **Services**

Our highly proficient property management team can offer expertise for each property type: Office, Industrial, Retail, or specialty practices: Logistics or Medical. Drawing from our world of best practices, our experts provide a full spectrum of capabilities including:

Building Systems & Operations

Development of proactive plans for roof maintenance, HVAC, plumbing, mechanical and electrical systems, landscaping, code compliance, and parking maintenance.

Lease Compliance & Administration

Our property managers receive training in lease language and administration to make sure that the provisions of each lease are followed carefully; notices are served promptly and that costs are allocated correctly.

Tenant Retention

Our team will do whatever it takes to prevent problems whenever possible. We respond quickly to tenant concerns and communicate clearly, consistently and professionally.

Contract & Vendor Management

We leverage our portfolio to negotiate contracts that drive down costs and ensure quality. We treat our vendors as valued members of our team, tapping their skills and knowledge to guarantee your property gets the best possible service.

Construction Management

We apply effective management techniques to the planning, design, and construction of a project from inception to completion with the purpose of controlling time, cost and quality.

Accounting & Financial Reporting

You benefit from the expertise of our management team members, including our CFO who is a CPA. Our systems ensure safeguards over your property's financial data and we review and test annually to meet national Accounting Standards.

Accounting Services

- » Prompt rent collection
- » Timely payment of taxes, mortgage, insurance and all monthly bills
- » Monthly bank reconciliations
- » Tenant bill backs for all common area maintenance expenses, as well as taxes, insurance and utilities.
- » Prepare comparative income statements, as well as a full range of financial reports, including general ledger, trial balance and balance sheet.
- » At year end, we provide all reports to your accountant, and work with them in their preparation of your tax return.

Technology Tools

From efficient online work order systems to the use of YARDI for financial reporting and accounting, our team is experienced with the most recent technology to facilitate efficient, effective operation and communication.

In Addition, We Also Provide:

- » 24/7 response to emergency situations
- » Immediate responsiveness to tenants' service requests
- » Regular comprehensive property inspections
- » Fair and competitive contract negotiations
- » Supervision of all contract work and maintenance responsibilities such as janitorial services, security, elevator, plumbing, landscaping, HVAC, etc.
- » Compliance with all building code, municipal and state regulations
- » Function as Court-Appointed Receiver to control all physical and financial management of the asset.

About NAI Realvest

We are Celebrating 35 Years of Excellence in Commercial Real Estate

Realvest has been a recognized name in Florida commercial real estate since 1988. The founding partners saw an opportunity to build upon their individual experience in land brokerage and as owners' representatives in the rapidly growing Central Florida market area. Realvest has now grown to be one of the leading full service commercial real estate and development companies in Orlando. We are consistently ranked among the top commercial real estate firms in Central Florida based upon transaction value. Our brokers are recognized annually by their peers as top producers for their achievements in the industry.

At NAI Realvest we are driven to deliver superior service and results and it is our people and their experience that makes the difference. We understand that each assignment is different, but the keys to success are always the same. We produce positive outcomes by focusing on the following key areas:

» **Knowledge & Experience:**

Superior knowledge of our market and the players assures that our clients work with best-in-class providers in the Orlando MSA.

» **Flexibility & Creativity:**

As a locally owned and operated Orlando company, we pride ourselves in going beyond the traditional management model to do whatever it takes to deliver results.

» **Process & Implementation:**

Our integrated programs and tools enable a seamless transaction process which creates efficiencies and avoids errors.

» **Passion & Accountability:**

Our passion and dedication for the business is evident in everything we do. We focus on the client first and develop a thoughtful and deliberate approach to solving our clients' needs.

NAI Realvest is part of NAI Global

That means we are part of the single largest, most powerful global network of commercial real estate firms with over 5,800 professionals, more than 325 offices in 65 countries and over 1.1 billion square feet managed worldwide.

To learn more about our services, please contact:

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