



third party services

RETAIL PROPERTY SERVICES

We offer a full array of experience-based, quality services to landowners, banks, developers and other parties. These include:

Property Management

- » Regular on-site property inspection by staff and supervisor
- » Common Area maintenance service including landscaping and snow removal management
- » Consistent communication with tenants, vendors and government officials
- » Annual Marketing budgets, plans and creation of seasonal events
- » Common Area security monitoring and contract management
- » Common Area and building maintenance budgeting and regular maintenance and repair
- » Monthly property inspection Reports and site visits with owner as required
- » On-call staff contract maintenance at all times – 24/7

Financial Management

- » Complete financial and accounting services
- » Creation and mailing of monthly tenant rent statements
- » Coding and payment of all invoices, loans and property expenses
- » Calculation and billing of annual operating charge adjustments
- » Budget creation and future capital improvement forecasting
- » Monthly operating statements including actual-to-budget comparisons
- » Management of delinquent rents and collections
- » Management and maintenance of CAM records for tenant audits
- » Lease Administration including lease documents, creation of lease abstracts,
- » Tax planning assistance and K-1 distributions

Leasing Management

- » Management of broker and leasing rep activities
- » Lease renewal negotiations
- » Tenant retention management

Construction Services

- » Construction Management
- » Architectural coordination
- » Tenant build-out

Development and Redevelopment

- » Feasibility studies
- » Pre-Development
- » Due Diligence
- » Project completion
- » Redevelopment planning and execution

Technical Services

- » CAD site planning
- » Parking lot survey and investigation
- » Physical plant review
- » Roof surveys
- » Environmental studies

Receivership Services

- » Expertise in all the services previously described well positions our company to confidently execute receiver duties on retail properties and fully protect all parties' interests in these assets. This includes:
 - stabilizing property operations and maximizing tenant retention
 - oversight and direction of on-site Property Management Team
 - evaluation and creation of marketing and leasing strategies, and
 - devising and implementing an optimal Exit Strategy

TENANT REPRESENTATION SERVICES

Our decades of experience enable us to deliver high value services to retailers and office tenants throughout the country. Whether that's finding the best new location or assuring optimum lease terms, we can meet, even exceed, your demands.

Our Office Tenant Services include:

Lease Renewal Negotiations

We work with office tenants of all sizes to help them realize cost reductions and even improve other terms of their lease. We've owned real estate of all types and have negotiated leases with a wide variety of tenants. We know the economics on the landlord side. What better insight to negotiate your lease renewal.

What makes it an even wiser business decision is that there's no cost to you, the office tenant. The landlord pays our fee.

Our approach is straightforward. We first analyze all your leases; get market comparables; and provide you a customized Renewal Opportunity Report containing advice on cost savings opportunities, especially early renewals when negotiating leverage is the greatest. And, there's no charge to you for this Report.

After you review this valuable information, we hope that we've impressed you enough with our capabilities and professionalism that you select us to negotiate your lease renewal.

Let our experience work for you.

Location Selection

Many businesses are taking the current economy shift as an opportunity to change their current office location, whether that be expanding or downsizing. Others are capitalizing on their local or regional success by expanding within their current markets. Others have identified new markets to enter. Whatever your business objective, here's how we serve you:

- » We assist you in setting new office location criteria and creating a scorecard to evaluate options.
- » Each scenario requires a set of highly experienced eyes to drive the market, identify ideal single or multi-tenant locations, and prepare a comprehensive set of options. We are those eyes.
- » We fully research market comparables to provide you key decision data.
- » We provide you a comprehensive set of location options with all the supporting data including size, pricing, rental rates, amenities, services, transportation factors, financing options, and other factors.
- » We will run sensitivity analyses on deals meeting your criteria so that best business decisions can be made.
- » We take much of the administrative burden off you. We will prepare and negotiate Letters of intent for properties; interpret the due diligence package; walk you through the tenant improvements; assist with incentive programs.
- » We assist you with communications with landlords and attorneys and guide finalization of documents.
- » Once underway, we track tenant improvements for you until they are completed and space is ready for occupancy

Our objective is to find you the best location for your business and directly support the transaction and the transition.

Our Retail Tenant Services

As a developer and manager of shopping malls, community strip centers, and retail power centers and our success as a preferred developer, we have worked in every retail category and with almost every brand name retailer. We have a tremendous grasp of location and site needs as retailers fill in markets, replace older or undersized stores, expand existing markets or plan new market entry.

We believe this experience brings exceptional value to retailers in their site selection phase. Here's how we apply it. We:

- » Confirm your customer demographic profile
- » Research and understand your trade area requirements so that all markets and sub-markets can be evaluated
- » Profile the market characteristics, noting recent changes or trends that can affect your decision
- » Take advantage of our knowledge of what other retailers may be doing or planning to do in your markets
- » Assess how well a market is currently served, or underserved, in your retail category
- » Prepare a competitive analysis including how best to out-position them in your targeted areas
- » Compile and compare land and lease rates
- » Develop a "hit list" of high potential new locations, including site "ratings"
- » Provide a detailed analysis for each site including mapping, demographic summary, an outline of deal points, mapping of the competition, ownership and availability status
- » Assist with site selection decision making
- » Prepare and negotiate Letters of Intent
- » Prepare submittal packages as required
- » Finalize the deal by assisting you with communications with landlords and attorneys; guide finalization of documents to satisfactory conclusion to meet turnover and opening dates
- » See through all deal points until deal is closed or until space is turned over

We don't miss a thing when doing our own deals. Our objective is to assure that you don't either when doing yours.