

INCREASE THE VALUE OF YOUR INVESTMENT



# We Make Buildings Work

We are experience specialists  
In providing  
efficient, professional  
Management service for  
Properties of any size and use:

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**Retail**

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**Shopping Center**

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**Office**

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**Industrial**

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**Multi Family**

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**Is your property working hard for you – Operating efficiently, satisfying tenants and producing profits?**

**Or are you working for your building – collecting rents, calling contractors, continually paying for services and not making a large enough profit?**

TBRE Property Management can make your property work more profitably for you. Our experience and expertise can keep your property running smoothly by controlling expenses and making it appealing to both current and prospective tenants. We can help you maximize your property's curb appeal, operating efficiency and tenant satisfaction to provide you with the highest possible net operating income.

## Proactive Asset Management

**Your property is a valuable asset, so we will manage it proactively to help you maximize your return on investment.**

We implement a customized plan of scheduled preventive maintenance to protect the building's systems and equipment. We make cost-efficient, aesthetic and operational recommendations to sustain the property's value and optimize rental rates.

Our flexible reporting and analysis capabilities keep you fully informed, providing you with an accurate accounting of your property's financial performance. Together with any building-specific reports that you may require, we will provide you with:

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**Executive Summaries**

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**Preventive Maintenance Summaries**

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**Work Order Histories**

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**Rent Rolls and Lease Profiles/Summaries**

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**Leasing Activity Reports**

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**Lease Renewal Reports**

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**Depreciation and Amortization Schedules**

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**Revenue and Expense Summaries**

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**Rent Collection Summaries and Receivables Ledgers**

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**Comparative Income Statements**

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**Variance Reports**

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**General Ledgers**

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**Check Registers**

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**Bank Statements**

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**Cash Balance Reports**

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**Ownership Disbursement Summaries**

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## Extras That We Consider “Standard”

**As an affiliate of a full-service real estate firm,**  
We can perform all real estate services for your Property. TBRE Real Estate provides complete Real estate expertise with property management, Lease negotiations and brokerage.



## Make Your Property **Work**

**Let us show you how.** We can make your property work more productively, more efficiently and more Profitably for you.

### TBRE Property Management Services:

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Rent Collection and Legal Services

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Three-Step Bid Program with Vendors and Suppliers

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Blanket Vendor Contracts

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Preventive Maintenance Programs

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Maintenance and Day Porter Services

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Customer Service Call Center – 24/7

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Monthly Financial Reporting

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Accounting and Invoicing Processing

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Custom Reporting

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Lease Administration

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Forecasting and Budgeting

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Building Inspections

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Common Area Maintenance Reconciliations

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Project Management and Constructions Services

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Merchant’s Associations and Marketing

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Meeting with Tenants and Owner Representatives

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Marketing Monitoring and Projected Rental Rate Adjustments

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Risk management Analysis

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Regulatory Issues Management

To learn more about how TBRE can help you Improve operations and the operating revenue of Your real estate investment. Please contact us.

We will work with you at your convenience to develop A proposal for professional Property management and a Preliminary site evaluation.





# Let Us Find Your Perfect Tenant

We are experience specialists  
In providing  
efficient,professional  
Leasing service for  
Properties of any size and use:

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**Retail**

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**Shopping Center**

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**Office**

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**Industrial**

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**Multi Family**

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## Do you have a problem to find your perfect tenant?

TBRE Property Leasing Team can make your property work more profitably for you. Our experience and expertise can keep your property occupied. We can help you maximize occupancy rates and increase your property value.

## Proactive Lease Service

**Your property is a valuable asset, so we will fill your vacant spaces to help you maximize your return on investment.**

We hold proficiency in providing property on lease solutions to our clients at very reasonable prices. Right from commercial properties to space for shopping center and offices, we can help our clients in getting a property on lease.

All our property solutions are handled by our real estate experts to ensure all the formalities being done with utmost sincerity.



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**Prepare & Arrange of All Legal Documents**

**Perform Credit Check & Viewing Spaces**

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**Verify Tenant's Background**

**Advise of Offers**

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**Purchase Tenants List for Marketing**

**Review & Update Market & Recommendation**

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**Signs and Banner**

**Set and Aim Target Group of Tenants**

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**Provide Flexible and Customized Lease Offering**

**Direct Mailing (Brochure, Flyer and News Letter)**

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**Cold Call**

**Website Media(TBRE Web, Costar, Loopnet and email Flyer)**

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**Newspaper Advertisement**

**Maximize Client's Satisfaction & Feedback with Potential Tenant**