

## OUR MISSION

Staffed with an experienced property management team, Commercial Brokers Property Management strives to partner with customers to manage their properties in a cost-effective and professional manner, while maintaining the quality of the asset and maximizing profitability.

## SERVICES

With more than 20 years of commercial real estate and property management experience, Commercial Brokers Property Management, LLC, a division of RE/MAX Commercial Brokers provides clients with comprehensive services to sell, lease and manage your property, including:

- Property Management
- Construction Management
- Asset Management
- Tenant Improvement Management
- Rehabilitation Management
- Budget Preparation
- Hurricane and Emergency Preparedness
- Real Property Tax Appeals
- Disaster Recovery
- Mold Remediation

## CONTACT

For additional information, including customized quotes and consultation contact:



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**RE/MAX Commercial Brokers, Inc.**  
Licensed in Louisiana & Mississippi  
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# MANAGING YOUR PROPERTY FROM EVERY ANGLE



## MANAGEMENT SERVICES

### Tenant Relations

Communicate regularly with tenants as well as property maintenance personnel and vendors to collaborate long standing relationships.

### Site Visits

Weekly site visits to inspect the building and grounds. The goal is to inspect any and all scheduled preventative maintenance needs, enforce rules and regulations of the property, as well as ensure there are no safety hazards on the property.

### Lease Administration

Our Team utilizes years of lease enforcement knowledge to study and extract a Lease Abstract with the pertinent data. The information is placed in our property management system to track pertinent dates, fee schedules, as well as any specific specialized data for each tenant.

### Financial Administration

Develop budgets, collect arrearages, monitor the financial performance of the property, and assess all financial obligations related to each property separately.

### Collection of Arrearages

Past experience affords us the opportunity and ability to collect back rents and escalations in a timely manner, keeping the property with a positive.

### Year End Reconciliations

Our property management reporting procedures makes this ordinarily time consuming process seamless. Our team reviews year-end billings for each property and adjusts the pass through expense accounts according to the lease guidelines for each tenant.

## Real Estate Tax Appeals

Our team monitors all tax statements and direct real estate tax appeals, if necessary. All data is compiled, income and expense statements are submitted, and necessary repair documentation is prepared for evidence of the appeal by owner.

## ACCOUNTING SERVICES

### Accounts Payables

Our team prepares an annual operating budget which is approved by ownership and guides the payment process for our accounts payables department

### Accounts Receivables

Property Management Team will account for rents using the property management system.

### Reporting

Monthly reports are prepared and distributed to owners. Reports are customized according to varied methods of reporting as designated by property and/or owner.

### Budget Preparation and Tracking

Analysis and review of current property performance and expectations. The budget will reflect leasing projections, operational expenses, and a capital improvement plan.

### Cash Control and Banking

Banking relationships between our team and the local institutions are long standing and work specifically to determine the institution and services required for each property.

### Expense Control

Our management team has a reliable and cost-effective vendor database for our entire portfolio of properties. Utilization of the discounted services positions the owners to be more competitive, reduce expenses, improve tenant renewals, and increase the owner's profit margins.

## CONSTRUCTION MANAGEMENT

### Construction Management & Renovation Supervision

It is always better to have one knowledgeable professional in charge of all construction projects. Our property management team has several years of construction management experience.

When starting a project, it is important to have a thorough knowledge of construction and how each project relates to the other aspects of the property. There are many advantages to having Commercial Brokers Property Management supervise the project, including:

- Development of specifications by someone who understands your needs;
- Preparation and marketing of comprehensive *Requests for Proposals*;
- Selection of reliable contractors;
- Ability to understand time constraints;
- Carefully monitor construction timelines to prevent delays;
- Delineate each contractor's job and coordinate all sub-contractors together;
- Establish payment schedules;
- Verification and tracking insurance;
- Ensure all lien waivers are secured.

Our Team has done several million dollars in wetlands mitigation, infrastructure developments, new construction, tenant build-outs and renovations and has many reputable contractors available.

