

# PROPERTY MANAGEMENT



## AS A PROPERTY OWNER, FAULKNER REAL ESTATE

understands the importance of managing property in a manner that insures your customers and employees have a positive work environment. To do this, we will consult with you to gain an understanding of your objectives and manage each property in a manner that supports both your long- and short-term goals. By managing from an owner's perspective, we can add and create value through on-site management, comprehensive reporting, cost control and budgeting.

Our property management division is overseen by Roger Allen, a real estate veteran with more than 30 years in property and asset management. His staff includes four property managers and two assistant property managers with more than 90 years of combined real estate and property management experience. This team is available 24 hours a day and is on call 24/7/365.

Faulkner uses state-of-the-art property management software for facilities maintenance and work order processing. This database allows us to collect and retrieve all service and maintenance activities and enables us to operate properties more effectively for the benefit of both tenants and owners.

## PURPOSE

- + Understand the overall strategic intent of the property owner
- + Maintain and operate the property to owner's standards
- + Enhance curb appeal of the property for tenants and their customers
- + Optimize and seek to improve efficiencies in property operations
- + Protect the property owner's investment



## FOR PROPERTY MANAGEMENT INFORMATION:

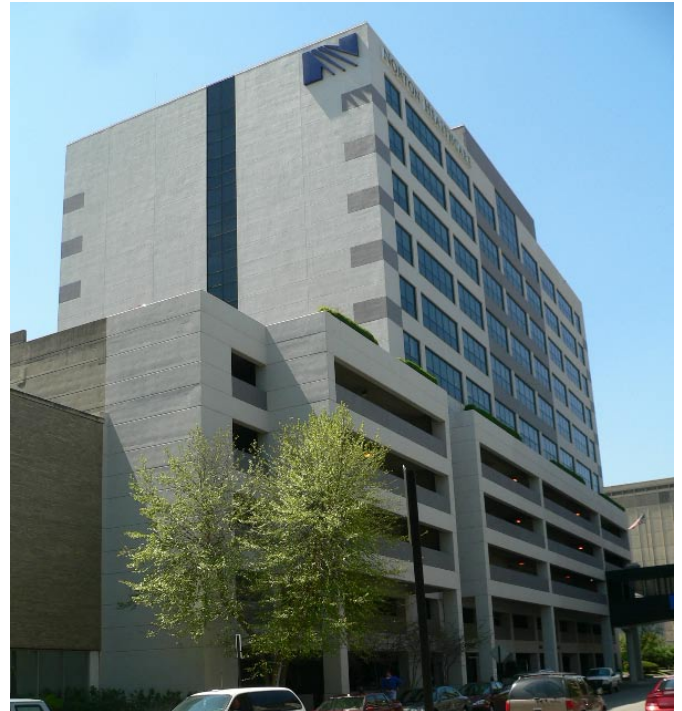
Faulkner Real Estate  
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## EVALUATION PROCESS

1. Tour properties with company staff
2. Evaluate current property conditions
3. Check building systems and verify operations
4. Review existing vendor contracts
5. Set up additional service vendors and put contracts in place
6. Determine best process to provide ongoing protection of company's real estate investment



## SCOPE OF SERVICES

Site/Building Operations:	Inspections, preventative maintenance, troubleshooting, quality control, compliance with governmental requirements, record maintenance, incident reporting, security coordination, emergency procedures
Tenant Relations:	First response to requests for service, work order fulfillment, safety coordination, owner's representative
Vendor Management:	Scope of work, vendor selection, supervision, quality control, contract administration, ensure accountability
Accounting Services:	Lease administration, financial reporting, budgeting and variance reporting, cash management, maintenance of checking accounts, invoice processing, rent collections, capital planning
Construction Management:	Planning and design, scope of work, contractor selection, construction supervision, building code compliance, interface with governmental authorities, capital project management