

NAI PARTNERS

# Property Management Services

Maximizing Potential. Delivering Results.

**NAI**Partners

HOUSTON | AUSTIN | SAN ANTONIO

# NAI Partners

## Property Management Services

### We've Got This.

NAI Partners provides a broad range of property management services delivered by a talented team of professionals who are passionate, knowledgeable, and focused. Highly experienced and trained property management teams are held accountable to strict management standards, including our client's complete satisfaction, making NAI Partners a highly regarded property management services provider. We've got this.

### NAI Partners delivers: Peace of mind.

Peace of mind — It's the satisfaction and comfort our clients have resulting from our consistent property management performance. Owning and operating commercial real estate is complex and can be unpredictable. Our management teams rationally and proactively manage the process to prevent surprises. We're in the property management business to make our client's life easy, and making their investment successful. At NAI Partners, we take that very seriously.

---

**NAI Partners, We've Got This...**  
...and our clients, they have **Peace of mind.**

---

### Why NAI Partners Property Management?

*We cross all the t's and dot all the i's...then we go a step further, we spell check too.*

Our comprehensive internal controls differentiate us from others. NAI Partners's approach to managing and measuring the quality of our service is grounded in our organizational model featuring key corporate leaders and assignment supervisors being accountable for our client's complete satisfaction. Up, down and throughout the service delivery process, the quality of our service is verified and benchmarked to ensure that we meet our client's objectives.

### Our property management service goals are:

- ensure our properties operate at peak efficiency
- proactive communication to clients and tenants
- improve the competitiveness of our client's property in the market
- *our client's peace of mind.*

---

**Trust NAI Partners with your property management needs.**  
You will not be disappointed.

---



## Property Management Capability

- 1 **Economies of scale** generating buying power and savings. Vendors and suppliers are more responsive and price conscious having more invested with NAI Partners.
- 2 Operational and transactional **idea exchange** executed on other managed assets.
- 3 **Quick response** including diverse layers of valuable expertise from local corporate support and direct oversight teams.
- 4 A **deep talent pool** tapped for special projects or unique situations, providing depth and stability.
- 5 Local corporate **marketing and research resources** provide a reservoir of valuable market intelligence, creativity and brainstorming.
- 6 **Accountable, honest and passionate** demonstrated by proven performance and a long list of satisfied clients.

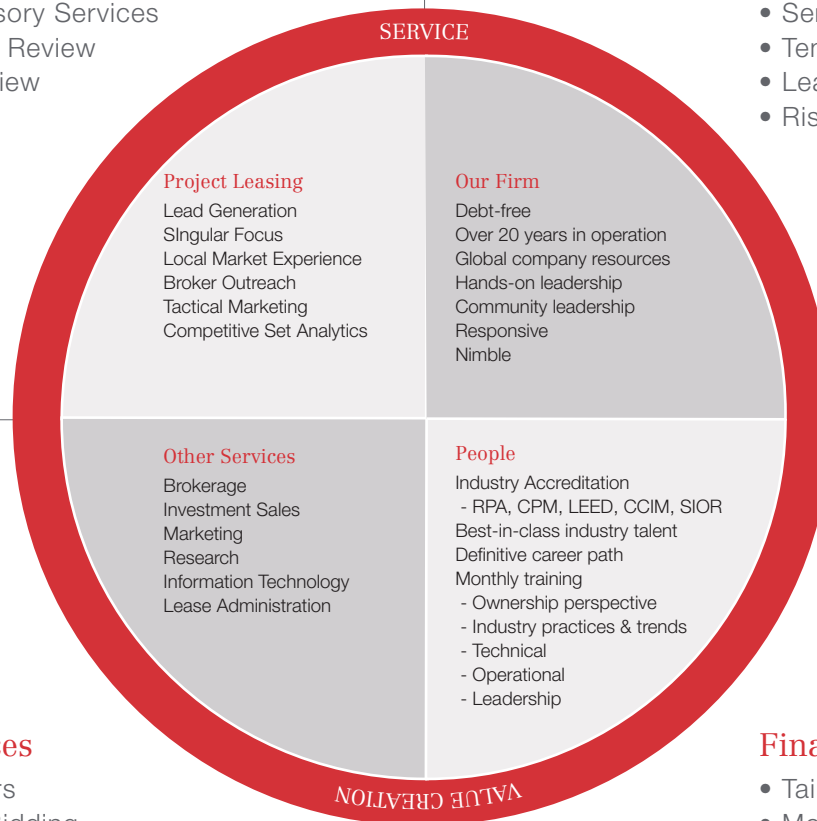
## Property Management Service Platform

### Asset Management

- Owners Perspective Supervision
- Capital Planning
- Property Repositioning
- Financial Advisory Services
- Real Estat Tax Review
- Insurance Review

### Property Management

- Transition Management
- Maintenance/Engineering
- Budgeting/Forecasting
- Service Contracting
- Tenant Relations/Rent Collection
- Lease Administration
- Risk Management



### Project Services

- Qualify Vendors
- Coordinated Bidding
- Contract Negotiation
- Project Meetings
- Monitor Schedule and Budget Performance
- Manage Project Close-Out
- Provide Close-Out Reporting

### Financial Reporting

- Tailor-made Reporting thru MRI
- Monthly/Annual Financial Reports
- Tenant Recovery Reconciliations
- TAX and/or Mortgage Payments
- Internal Controls (A/P and A/R)
- Lease Abstracting

## **James Tainter, CPM**

Senior Vice President – Management Services

+ 713 985 4606

[james.tainter@naipartners.com](mailto:james.tainter@naipartners.com)

## **NAI Partners**

+ 713 629 0500

1900 West Loop South, Suite 500

Houston, Texas USA 77027

[www.naipartners.com](http://www.naipartners.com)

**NAI**Partners

HOUSTON | AUSTIN | SAN ANTONIO