

# PROPERTY MANAGEMENT

## Purpose


Gulf Coast Commercial Asset Management, in association with Gulf Coast Commercial, LLC is a full service property management company with a primary focus on enhancing the value of investor real estate using common sense management, strategic leasing efforts, and efficient physical and fiscal programs.

## Values

Gulf Coast Commercial Asset Management is based on the values which have made Gulf Coast Commercial, LLC a leader in project leasing, site acquisition/disposition, and tenant representation: integrity, commitment, innovation, drive, and focus.

## Business Model

Gulf Coast Commercial Asset Management provides a full complement of property management services, specializing in retail shopping centers. Once **GCCAM** services are engaged, a strategic management plan and full analysis of the current physical, fiscal, competitive, and operational conditions of the property will be established. The results will be expressed with the owner in relation to the goals of the owner / entity. Savings strategies or suggested improvements will be recommended at that time. **GCCAM** will approach each individual property with the following goals:

- 
- Attain and preserve 100% occupancy.
  - Transform underperforming properties into value added assets. (This will be done by using both tangible and intangible management practices, implementing cost savings through current contacts and preventative maintenance, elimination of insurance hazards, and security risks. We will explore additional cash flow opportunities through our own network of contacts such as cellular towers, billboards, or even recycling containers where appropriate, and can introduce NNN lease structures if they are not present.)
  - Reevaluating current lease structures to ensure current market rental rates are achieved.
  - Increase marketing efforts of any current vacancies combined with earlier marketing of anticipated vacancies.
  - Negotiate desirable tenants into additional renewal options.
  - Preserve tenant roster by providing them with unparalleled service. Timelier assistance with implementation of online reporting and property rules and regulations.
  - Responsible management conducive to any owner's agenda.
  - Maintain **GCCAM** philosophy and continue increased value into the future.



## Financial Management



- Accounts payable
- Accounts receivable
- Tenant billings for Common Area charges, insurance, taxes and other expenses
- Monthly reconciliation of tenant occupancy status and rent receipts
- Secure bids for insurance or other financial services or expenses
- Maintain appropriate certificates of insurance
- Liaison with tax advisor or accountant if needed
- Monthly Sales Tax Liability management
- Monthly reporting to owner or investor

## Property Management



- Day to day oversight / conduct frequent visual inspections
- Coordinate and supervise preventative maintenance, repairs, and groundskeeper services
- Online, convenient notification of situations or repairs using IMPAK® web based facility management system.
- Negotiate contracts and supervise independent contractors
- Annual contractor reviews to ensure quality and competitiveness
- Landlord / Tenant relations
- Emergency repair scheduling / 24 hour customer service

## Tenant Acquisition and Management



- Locate and screen potential tenants (additional service)
- Negotiate new commercial leases (additional service)
- Move in / Move out checklist and supporting documentation
- Ensure ongoing lease compliance
- Enforce owner approved rules and handbook
- Manage lease renewals