

Asset & Property Management

Your property is our priority. Whether managing 2,000 square feet or 47,000 square feet, we maximize the value of each real estate asset and remain focused on individual owner goals.

SERVICES – MORE THAN MAINTAINING YOUR BUILDINGS

We address your individual needs to optimize and protect your real estate investments. Today's commercial properties are complex assets and we are a trusted partner – remaining accountable and accessible to our clients every day, all year long.

ACCREDITED MANAGEMENT ORGANIZATION (AMO)[®] ACCREDITATION



Compass Commercial is an Accredited Management Organization through the Institute of Real Estate Management (IREM[®]). AMO[®] accreditation is the only award given to real estate management firms

that demonstrate to clients their ability to go beyond industry standards by proactively working to set them. This includes exhibiting a high level of performance, experience, stability and financial accountability.

Compass Commercial counts three CPM[®] designees among its Asset & Property Management team. The AMO[®] accreditation places Compass Commercial Asset & Property Management among an elite group of 28 Oregon-based property management companies and only 550 elite firms worldwide with such a distinction.

Compass Commercial is the only AMO[®] firm based in Central Oregon.



ENTRUSTING YOUR PROPERTY TO US MEANS PEACE OF MIND FOR YOU

We're entrusted with the management of more than 1.7 million square feet of retail, industrial, mixed-use, office, research and development, commercial condominiums and medical space in Central Oregon. Our clients' properties range in sizes from 3,000 to 155,000 square feet.

WELL-QUALIFIED PROFESSIONALS



BOMI RPA

Our property management team includes seven professional and experienced property managers comprised of three Certified Property Managers (CPM[®]) and one Real Property Administrator (RPA[®]). In total, our property management team has more than 100 combined years of experience managing commercial properties.

We are available around the clock, including weekends and holidays, to make sure your property is secure and well-maintained.



Offering Peace of Mind

More than operational management, our extensive knowledge of the market and professional expertise is geared to maximize the value of each client's property to achieve its best potential.

ASSET MANAGEMENT SERVICES INCLUDE:

- Analyzing your investment and its position in the marketplace to maximize its value
- Assisting in marketing and leasing strategy
- Assisting marketing team with comparison of lease proposals and investment sale proposals
- Working with architects in the design and build out of vacant space
- Ensuring building specifications and standards are met during design and build out
- Working with construction representatives overseeing tenant and capital improvements
- Developing a 3-year business plan for the property – including hold/sell/development recommendations
- Working with property accounting staff in preparing entity financials for presentation to designated ownership tax professional
- Assisting owner in appraisal process
- Helping to ensure compliance with third-party agreements or restrictions
- Provide analysis of individual lease proposals to prospective tenants
- Following LOI, preparation of draft lease upon owner supplied lease template
- Working with the ownership and legal advisor for final lease documentation
- Coordinating lease execution and document distribution

PROPERTY MANAGEMENT SERVICES INCLUDE:

- Providing world class customer service to tenants and property owners
- Annual budget preparation and review
- Preparation of property operation manual
- Income collection and cash flow management
- Lease compliance and administration
- Management of maintenance and service including requests, vendor bids, inspections, common area maintenance, etc.
- Advise landlords on building improvements, repairs and tenant improvements
- Manage fire and life safety systems
- Review and renew insurance certificates for owners and audit tenant required policies
- Assist in the preparation of real property tax appeals
- Data processing for monthly statements, lease abstracts and other data for efficiency
- Collection of monthly rent
- Hiring of third party vendors and supervision of on-site personnel
- Approval of bills for payment monthly cash-flow statements with an explanation of monthly operations/expenses
- Preparation of CAM recaps at the end of the year
- Coordination with attorneys for legal related matters