



# Property Management



**Professional property management is critical to ensuring the longevity and vitality of your commercial real estate investment.** NAI Norris, Beggs & Simpson provides active management and integrated resources to preserve and enhance the value of each of your company's real estate assets.

We devise and implement a plan that increases cash flow and return on your investment, ultimately creating additional value for you. NAI NBS' property managers begin with the fundamentals of property management, then think well beyond the obvious to deliver innovative and actionable solutions for your assets.



Our highly experienced property managers specialize in developing management plans that are compatible with your long-range goals. They oversee the fiscal and physical health of each property, ensuring that each minor repair or major improvement is completed efficiently. They develop relationships with each tenant, and supervise marketing campaigns. In short, they manage each property as if the investment was their own – in the end, your business becomes their business.



Our team has extensive experience managing a variety of commercial properties, including office, industrial, retail, hotel, medical, educational, multifamily, corporate, and local, state and federal government facilities. In early 2010, we established a new branch called NBS Multifamily Management, dedicated to managing apartment communities of 100 units or more around the West Coast.



NAI NBS is an Accredited Management Organization (AMO), given to organizations who meet the highest standards in education, experience, integrity and fiscal responsibility. Our property managers are licensed professionals and hold many real estate certifications, including Certified Property Manager (CPM), Certified Commercial Investment Member (CCIM) and Real Property Administrator (RPA).

Our global network manages over 200 million square feet worldwide, and it's through NAI that we share best practices and stay on the absolute cutting edge of the industry. We are also supported throughout the management process by NAI NBS' award-winning technology, which delivers accurate, online reports that are formatted to your specifications and delivered on time. To stay on top of global market trends, NAI NBS property managers also participate actively in organizations such as the Institute of Real Estate Management (IREM), Building Owners and Managers Association (BOMA), National Association of Industrial and Office Parks (NAIOP) and International Council of Shopping Centers (ICSC).

Throughout 2009, our property management division managed a total of 9.3 million square feet, 279 acres and 336 residential units, valued at \$1.15 billion. This sizeable portfolio is proof of our clients' confidence in the NAI NBS team.



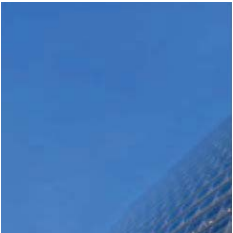
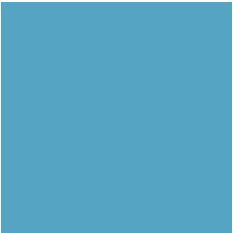
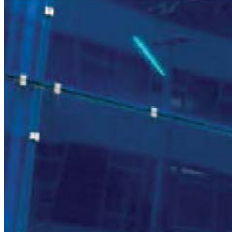
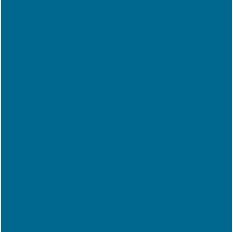
Commercial Real Estate Services, Worldwide.



## Property Management Services

- Lease Administration
- Maintenance and Operations
- Planned Maintenance Programs
- Tenant Retention Programs
- Security Analysis
- Risk Management
- Regional and National Purchasing
- Energy Conservation Strategies
- Construction Management Services
- Annual Budgets
- Full Financial Reports

**The cornerstone of managing any asset is making sure it is financially sound.** NAI Norris, Beggs & Simpson's Property Management Accounting Division provides extensive support to our managers and handles all aspects of our portfolio's financial requirements including general ledger financial statements, accounts receivables/payables, financial reporting, banking and transfers. Our Property Management Accounting team is proficient in three accounting software systems: Management Reports, Inc. (MRI), Alternative Management Systems, Inc. (AMSI) and Skyline. Our software and reporting systems are customizable to accommodate an accrual accounting method and, in most cases, an alternate chart of accounts.



Portland OR  
503 223 7181

Vancouver WA  
360 852 9600

Seattle WA  
206 587 1840

NORRIS, BEGGS & SIMPSON COMPANIES

To learn more about our services, contact:

NAI Norris, Beggs & Simpson  
Suite 200  
121 SW Morrison Street  
Portland OR 97204  
tel 503 223 7181