



Waypoint Real Estate

PROPERTY MANAGEMENT MENU OF SERVICES



TENANT RELATIONS

- Collection of Rent and NNN payments
- Vendor Relations and Supervision
- Drafting, Executing and Enforcing the Lease
- Regular Property Visits
- Conduct Tenant Surveys / Compile Feedback

ASSET MANAGEMENT

- Creation of NNN Budget
- Utilization of Contractor / Vendor Relationships for Optimal Pricing
- Long-term Capital Planning
- Lease Rate Analysis from experienced brokerage team
- Review and Analysis of Property Taxes – Disputing When Appropriate
- Owner Portal access for documents and record-keeping

ACCOUNTING

- Invoicing
- Budgeting
- Projections
- Monthly Reporting

FACILITIES MAINTENANCE

General Maintenance and Repairs

- ✓ Plumbing
- ✓ Electrical
- ✓ HVAC
- ✓ Roofing
- ✓ Siding
- ✓ Glass
- ✓ Doors/Locks
- ✓ Floors/Carpet/Tile/Laminate
- ✓ Wood
- ✓ Carpentry
- ✓ Fixtures
- ✓ Siding
- ✓ Glass
- ✓ Doors and Locks
- ✓ Floors/Carpet/Tile/Laminate Wood
- ✓ Carpentry
- ✓ Fixtures
- ✓ Signage
- ✓ Awning

Scheduled Maintenance

- ✓ Glass/window cleaning
- ✓ HVAC preventative maintenance

- ✓ Lighting
- ✓ Flooring / Carpet Care Wood Restoration Exterior Power Washing
- ✓ Exterior Landscape
- ✓ Sprinkler System draining / blow-outs

Fire Safety

- ✓ Emergency Light Inspections
- ✓ Fire Extinguisher Inspections
- ✓ Annual Inspections
- ✓ Hood Inspections and Maintenance
- ✓ Interior Sprinklers/Back-Flow Devices

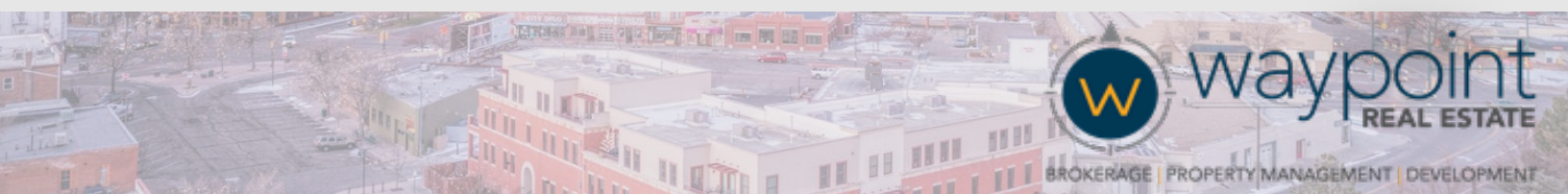


"I have enjoyed working with Tom for many years and always find him to be passionate, dedicated and very knowledgeable about his work."

Troy McWhinney | CIO and Co-Founder, McWhinney

"As an owner of a variety of commercial properties I am familiar with more than one commercial property management company. Tom Hall and his team at Waypoint are heads and shoulders above the others. They are committed to providing quality, prompt service in the maintenance and comprehensive management of our building and office park. Service second to none!"

Tom Livingston | Owner, Livingston Real Estate & Development



waypoint
REAL ESTATE

BROKERAGE | PROPERTY MANAGEMENT | DEVELOPMENT