

Professional Management Services

Katchen Company is a full service real estate firm actively engaged in the management of retail, office, warehouse, flex and apartment properties within the greater Denver metropolitan area.

The corporation has a highly trained staff of professionals who bring a variety of diverse experiences to each assignment. Our reputation for quality and thoughtfulness are enhanced by a hands on team effort, utilizing the latest industry technology. Katchen Company devotes personalized attention in meeting the special requirements of the individual property owner.

Portfolio managers at Katchen Company take on many roles. As a boutique firm within the fee property management industry, we pride ourselves on the added value we provide through an extensive list of services. These services begin with the usual list provided by most property management firms and include assistance in the day-to-day plans, policies, and programs emphasizing tenant relations, maintenance, and repairs of the subject property. Additional duties include supervision of janitorial services, scheduling routine maintenance, rent collections, payment of property taxes & insurance, leasing activities, tenant responses/complaints, and public relations for the property.

We at Katchen Company feel that a portfolio manager is also responsible for the development of the property's budget and collects statistical data helpful in assessing the property's performance. However, the property manager's job does not end there. Portfolio managers take on the additional roles of asset, facility, leasing, and operations management. As such, our portfolio manager's experience, training, and education; complemented by the advantage of having the newest in computer technology at their disposal set us apart from the rest of the industry!

In the role of asset managers, portfolio managers are responsible for property acquisition proposals, performance projections, determining future rehab opportunities, selection and supervision of on-site managers, lease approval, and operating budgets. They also provide management information to owners, review expansion opportunities, analyze national financial market conditions, evaluate sales, joint ventures, buy-outs, and prepare long term capital budgets.

The role of facility manager requires our portfolio managers to be responsible for the overall facility operations and maintenance within budget. This responsibility includes implementing facility expansion, contraction, and renova-



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tion plans. The role of leasing manager requires our portfolio managers to be responsible for leasing vacant space, locating prospective tenants, negotiating leases and the preparation of marketing presentations. Portfolio managers also monitor fulfillment of tenant lease requirements and prepare budget projections for income, tenant improvements, and commissions.

Lastly, we require our portfolio managers take on the role of operations manager. Responsibilities are the day-to-day operations of a property to include knowledge of all building systems, supplies, tools, and equipment. Portfolio managers are required to implement a preventative maintenance program and still stay within an expense budget. This all-inclusive approach to property management provides the property owner with one contact who is familiar with all aspects of the subject property.

Property Management

- Retail
- Office
- Apartments
- Warehouse
- Industrial
- Flex

Brokerage

- Seller Representation
- Buyer Representation
- Lessor Representation
- Lessee Representation

Fee Development

- New Construction
- Remodel

Construction Oversight

- New Construction
- Remodel

Maintenance Services

- Porter Services
- General Repairs

Consulting

JV Participation