

## 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 located within the greater Denver metropolitan area. 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.

Katchen Company is unique in the Denver market because we bring an "owners point of view" to every project we commit to. Katchen Company can do this since we own properties ourselves and every decision we make for our clients is based on the same decision criteria we use for our own properties. We have the demonstrated knowledge to maximize profits, keep costs in check and strive for solid performance on every project in which we are involved.

Our highly trained staff of professionals bring a variety of diverse experiences to each assignment. As such, our portfolio manager's experience, training, and education set us apart from the rest of the industry. We pride ourselves on having a reputation for quality and thoughtfulness that is 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. These services begin with the usual list provided by most property management firms which 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 feel that a 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. Managers take on the additional roles of asset, facility, leasing, and operations management. 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 manag-

ers to be responsible for the overall facility operations and



Featured Property

Plaza 36

7010 Broadway, Denver, Colorado

maintenance within budget. This responsibility includes implementing facility expansion, contraction, and renovation plans. The role of leasing manager requires our managers to be responsible for leasing vacant space, locating prospective tenants, negotiating leases and the preparation of marketing presentations. Managers also monitor fulfillment of tenant lease requirements and prepare budget projections for income, tenant improvements, and commissions.

Lastly, 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. 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
- Building Remodel

### Construction Oversight

- New Construction
- Building Remodel
- Tenant Finish

### Maintenance Services

- Facilities Management
- Porter Services
- General Repairs

### Consulting

- Expert Witness
- Cost Segregation
- Lease Negotiations
- Receivership
- BOV/BPO
- REO

### Property Acquisition

### JV Participation