



“Since NAI Hanson Management has taken over the Meadowlands portfolio, it has gone from one of the most challenging properties to one of the most smoothly and efficiently run properties.”

- L&B Realty Advisors, LLP



# Property Management Solutions

Professional property management is critical to ensuring the longevity and vitality of your commercial real estate investment.

NAI Hanson Management LLC provides active management and integrated resources to preserve and enhance the value of each of your company's real estate assets. This has been an integral part of NAI James E. Hanson's business since the firm's inception.

We devise and implement a plan that increases cash flow and return on your investment, ultimately creating additional value for you. This goal may seem obvious, but it is a continuing challenge for investors everywhere. Our Property Managers begin with the fundamentals of property management and then think well beyond the obvious to deliver innovative and actionable solutions for your assets.







# Property Management Solutions

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

We have extensive experience managing a variety of commercial properties, including office, industrial, retail, medical, educational, corporate, and government facilities. As a member of NAI Global, we participate in a global network that shares the best practices and stays on the absolute cutting edge of the industry.

We also participate actively in organizations such as the Building Owners and Managers Association (BOMA), National Association of Industrial Office Parks (NAIOP), International Council of Shopping Centers (ICSC).



# Property Management Services



## **Energy Conservation Strategies**

With the deregulation of utilities, the complexity of purchasing gas and electric has dramatically increased. We provide advice on energy management from low cost tips for operational adjustments to large retrofits.

## **Lease Administration**

We abstract lease agreements and supporting documents to monitor and manage critical action dates and key lease clauses.

## **Planned Maintenance Programs**

To maximize the performance of building systems such as plumbing, HVAC and roof and fire safety, we provide a planned maintenance program.

## **Security Analysis**

In the past few years security has become a very important issue. Is your building as secure as it could be? We perform security audits to identify and address areas of concern.

## **Risk Management**

We prepare a risk management program that identifies and evaluates potential risks and determines how to mitigate exposure to and manage those risks in the most efficient and effective way possible.



# Property Management Services

## Accounting Services

- Prompt rent collection
- Timely payment of taxes, mortgage, insurance and all monthly bills
- Monthly bank reconciliations
- Tenant bill backs for all common area maintenance expenses, as well as taxes, insurance and utilities.
- Prepare comparative income statements, as well as a full range of financial reports, including general ledger, trial balance and balance sheet.
- At year end, we provide all reports to your accountant, and work with them in their preparation of your tax return.



## Construction Management Services

We apply effective management techniques to the planning, design, and construction of a project from inception to completion with the purpose of controlling time, cost and quality.

## Facility Audits

We inspect a building to determine the condition of the electrical, plumbing, mechanical, structural and fire safety systems and offer recommendations for improving efficiency and controlling costs.



## In Addition, We Also Provide

- 24/7 response to emergency situations
- Immediate responsiveness to tenants' service requests
- Regular comprehensive property inspections
- Fair and competitive contract negotiations
- Supervision of all contract work and maintenance responsibilities such as janitorial services, security, elevator, plumbing, snow removal, landscaping, HVAC etc.
- Compliance with all building code, municipal and state regulations
- Function as Court-Appointed Receiver to control all physical and financial management of the asset.



About

# NAI James E. Hanson

We are Celebrating 65+ Years of Excellence in Commercial Real Estate

Since 1955, NAI James E. Hanson has been a leading independent full-service brokerage and property management firm. In addition to providing strategic solutions for a diverse range of clients, NAI James E. Hanson and NAI Hanson Management offer a suite of comprehensive value-added services, including:

- Site Search and Selection
- Property Disposition
- Asset Management
- Investment & Advisory Services
- Property Management
- Property Valuations
- Government Services
- Corporate Services
- Lease Renewals & Negotiations

NAI Hanson is part of  
NAI Global.

That means we are part of a global commercial real estate network, spanning 300+ offices with 5,100+ agents worldwide.



To learn more about our property management services, please contact:

**Ivette Correa**  
Chief Operating Officer  
201 488 5800 x157  
icorrea@naihanson.com