# CORPORATE PROFILE Asset Management









### OUR EXPERIENCE IN ASSET / PROPERTY MANAGEMENT

Our experienced Asset Management team can assist in all areas of property management to maximise property performance and minimise your expenses

#### COMMERCIAL / INDUSTRIAL ASSET MANAGEMENT SPECIALISTS

OUR AIM IS TO OBTAIN THE BEST RETURNS THROUGH OUR INTIMATE KNOWLEDGE OF THE HILLS AREA AND PROACTIVE ATTITUDE TOWARDS DAY TO DAY OPERATIONS



- Financial accountability; Processing of all invoices, budget preparation & conducting outgoing reconciliations. Provide detailed monthly Owner income and expenditure statements including GST reports
- Rent arrears kept to a minimum using PRD's rent arrears control policy
- ✓ Asset management governance; WHS compliance, site inductions / audits etc.
- Collaboration with our leasing team on leasing fundamentals, negotiation and document co-ordination with the aim of limiting the number of days that a tenancy is on market
- Project manage capital expenditure where necessary
- Tender service contracts and manage contracts
- ✓ Turnkey solution to all property aspects

Call us on +61 2 9680 3300 to understand our comprehensive scope.

### WHY PRD NATIONWIDE NORWEST?

#### We don't just collect rent and pay bills

Our experienced team of professionals takes a proactive approach to property & strata management, working hand-in-hand with investors to ensure their assets are managed effectively. We help protect you from delinquent tenants, maximise your returns, minimise your exposure to personal claims and save you time.

#### Are you paying for Management Fees?

A large number of industrial and commercial leases include a clause that requires the tenants to pay the landlord's outgoings which might include management fees. Unlike residential management, where fees can reduce your return, most of our landlords require their tenant to pay for management fees within their outgoings schedule.

#### We look after the paperwork

The effective administration of a commercial property demands regular time and attention, given the many routine administrative procedures which are required. We have the industries leading software system and our processes ensure that your property run smoothly. We provide you with regular statements and copies of all accounts, so your records are always in order.

#### We place emphasis on tenants payments

Most people don't like having to chase up late payments. When you appoint us to manage your property we ensure your tenant is invoiced ahead of time and pays correct rental rates – and we chase hard should they fail to meet their obligations.



#### We look at your property

We conduct a thorough inspection of your property regularly throughout the year utilizing advanced property management software and provide a photographic report annually. We respond quickly to issues with tenants on your property, ensuring problems are dealt with quickly and your **property maintained**.

#### We maximise your properties performance

Missed rental reviews and late rental payments, lack of preventative maintenance, failure to enforce end of lease repairs, uncompleted outgoings and reconciliations all add up to reduced returns for you. Our service ensure you get the most out of your property.

#### We minimise risk

Typically many landlords don't undertake regular documented inspections of their properties and don't implement legislative changes, including fire services checks, energy and safety audits.

Failure to complete these tasks can lead to breaches of legislation or serious injury. If the landlord can't demonstrate they have acted in a professional manner, their insurers will disallow a claim making the landlord personally liable. This could result in exposure to millions of dollars in personal injury or property damage. Our services minimise that risk.



### ASSETS UNDER MANAGEMENT



WORTH OF STRATA COMPLEXES & PROPERTY MANAGEMENTS



VERSATILE BUILDING, 29 LEXINGTON DRIVE, BELLA VISTA



AVENUE OF AMERICAS, NEWINGTON (UNITS)



888 BOURKE STREET, ZETLAND



STAR KELLY – 21 HEZLETT RD, KELLYVILLE



ATLAS BUILDING, BROOKHOLLOW AVE, NORWEST



## ASSETS UNDER MANAGEMENT



6A and 6B FIGTREE DRIVE, SYDNEY OLYMPIC PARK (NSWIS HEADQUARTERS)



**3 COLUMBIA COURT, BAULKHAM HILLS** 



821 PENNANT HILLS RD, CARLINGFORD



**10 PIONEER AVE, THORNLEIGH** 



## **OUR TEAM**



**Lynette Guest Senior Asset Manager** M 0405 940 336 P +61 2 9680 3300

E lynette.guest@prdnorwest.com.au

Nathanial Barbagallo Senior Asset Manager M 0498 455 995 P + 61 2 9680 3300 E nathanial.barbagallo@prdnorwest.com.au

#### **Zoe Dickson Property Management Assistant** P +61 2 9680 3300

E pm@prdnorwest.com.au

David Inkster Director P +61 2 9680 3300 E david.inkster@prdnorwest.com.au

Kaylene Posa Executive Assistant

P +61 2 9680 3300

E Kaylene.posa@prdnorwest.com.au



### PRD nationwide COMMERCIAL





www.prd.com.au/norwest a Suite 402, 10 Century Circuit, Norwest NSW 2153

**p** +61 2 9680 3300