

*Property Management Services*



*King Crossing Business Park, Barrie*



*2351 Winston Park Drive, Oakville*

## **A PROFESSIONAL MANAGEMENT APPROACH**

Gottardo Property Management Services currently manages a wide spectrum of properties within the Greater Toronto Area (GTA) comprised of office, commercial and industrial buildings.

Whether an office complex, shopping center or industrial property, the Gottardo Property Management Services team will provide you with proven professional services with your best interests thoroughly addressed at all times. Our service is dedicated to trouble-free property ownership enhancing asset value.

We know that today's volatile economy, evolving technology, changing tenant needs and lifestyles affect your investment on a daily basis. Our experience and property administration enables us to design a customized project management program which will monitor your equity and maximize your investment.

A Gottardo managed property ensures a reliable revenue stream with stable tenant base. Our proactive approach for continuous evaluation analysis reviews every operational procedure extending the useful life of assets.

Gottardo Property Management Services is a full service team of property specialists and dedicated staff with decades of experience and proven track record. Whether it be property evaluation, construction co-ordination, tenant liaison, quality maintenance, financial reporting, tax appeals, or administrative support, you can count on us to provide a professional management approach with integrity and open communication.

***Gottardo Property Management Services***

*A professional team of property specialists and dedicated staff with decades of experience*



*2315 Bristol Circle, Oakville*



# OFFICE

## ***Gottardo Property Management Services***

*Providing a reliable and consistent level of service that meets the needs and expectations of both clients and tenants*

Our objective to our partners, clients and investors is to meet high expectations and deliver exceptional service to maintain and add value to their investments. We ensure maximized return through key performance on the following matrices:

### ***Project Review***

Effective and successful property management begins with a thorough understanding of our clients' specific financial and operational objectives, so that we are able to implement a program that is truly cost effective resulting in increased investment value.

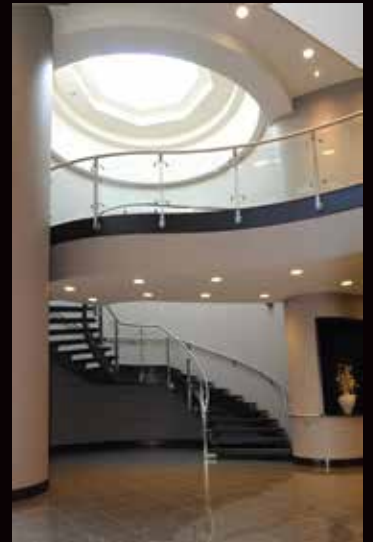
### ***Tenant Liaison***

At Gottardo Property Management Services people are our most important asset. All management personnel maintain a high level of communication with tenants to build trust, confidence and rapport to improve day-to-day operations.

From the clients' financial perspective, tenant satisfaction and retention key factor in property success. Positive tenant relations are paramount to achieving renewals. We carefully develop and maintain a relationship with all tenants reflecting the integrity, professionalism and standards established by our clients.

### ***Reporting Procedures***

Reporting procedures are effectively designed to keep the owner informed, along with regular meetings to review building operations. We provide a comprehensive monthly reporting package covering all aspects of the management process, namely: financial statements, variance analysis, operational, leasing, and administration reports. Our reporting system provides owners with an in-depth understanding of building performance.



*Galaxy Airport Centre, Toronto*



8995 Airport Road, Brampton

# COMMERCIAL

## **Control of Operating Costs**

We continuously monitor operating costs through routine inspections, detailed budgeting and computerized preventative maintenance programs, which are incorporated into the routine physical operations of every client's property.

## **Investor Counselling**

A critical assessment of any property varies according to the needs of the specific investor. Individual and corporate tax categories, available capital, leverage considerations, future value analysis, highest and best use determination, all influence the investment and property management approach. These are discussed in detail by Gottardo Property Management Services with investor or owner clients.



3365 Mainway, Burlington

## **On-Site Management**

A responsible, mature custodian, specifically trained in modern maintenance methods and energy equipment is appointed resident manager, when applicable. High priority is placed on maintaining a responsive team, quality "housekeeping" standards, municipal regulations, good tenant relations, and rent collection. Our maintenance staff visit sites on a regular basis identifying and resolving issues to ensure a clean and safe working environment for all our occupants and visitors. We ensure quality communications exist between Gottardo Property Management Services and your facility's tenants. We offer our clients peace-of-mind and reassurance with our reliable 24-hour emergency maintenance hotline.



8985 Airport Road, Brampton



190 Annagem, Mississauga



Beacon Hill Business Park, Stouffville



206 Great Gulf Drive, Vaughan

# INDUSTRIAL

## **Leasing Services**

Each building has its own unique leasing needs. We develop a comprehensive leasing and marketing strategy that is designed and targeted to meet those requirements. Whether it is a new project or an existing development, our qualified senior management supervises and co-ordinates the leasing and re-leasing programs of all vacant premises. Having a thorough understanding of our clients interests enables us to negotiate offers to their benefit.

## **Management Reporting System**

Our financial and administration services cover the complete scope of commercial and industrial management needs. Fully computerized with the most up-to-date financial and real estate management software available, we professionally design a financial package to suit each of our client's requirements, resulting in superior service, trust and satisfaction.



Acadia Office Complex, Markham

## **Construction Coordination**

Many facilities can often be enhanced on a nominal budget. Interior and exterior design, creative space planning including special partitions and appropriate lighting all work together to make a property more desirable. Gottardo Property Management Services will coordinate the construction, leasing and management of your property which may include tenant leasehold improvements with our in-house construction services. Our buying power ensures preferred pricing and exceptional service. Our tendering expertise ensures competitive pricing to our client offering the highest quality of services and materials.



215 Courtney Park, Mississauga



2323 Winston Park Drive, Oakville



*TEQ Corporate Centre, Oakville*

As an investor, what better way to enjoy the carefree ownership experience...how much is your peace-of-mind worth?

Understanding tenant needs and responding quickly ensures our tenants enjoy the benefit of the Gottardo experience.

***Professional Affiliations***

Gottardo Group of Companies supports many industry related activities with membership held in the following national and local associations through either the Corporation, its affiliates, subsidiaries or individual employees:

- Toronto Construction Association
- Canadian Green Building Council (LEED)
- Society of Industrial and Office Realtors (SIOR)
- National Association of Industrial and Office Properties (NAIOP)
- Building Owners and Managers Association (BOMA)
- Workplace Safety and Insurance Board (WSIB)

Gottardo Group of Companies

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