

# REAL ESTATE ASSET MANAGEMENT SERVICES

**ADRIATIC APPRAISAL INTERNATIONAL**



**BOSNIA AND HERZEGOVINA**  
**CROATIA**  
**MONTENEGRO**  
**ROMANIA**  
**SERBIA**  
**SLOVENIA**



**ADRIATIC APPRAISAL**  
THE REAL ESTATE CONSULTANCY

## GENERAL SERVICE OVERVIEW

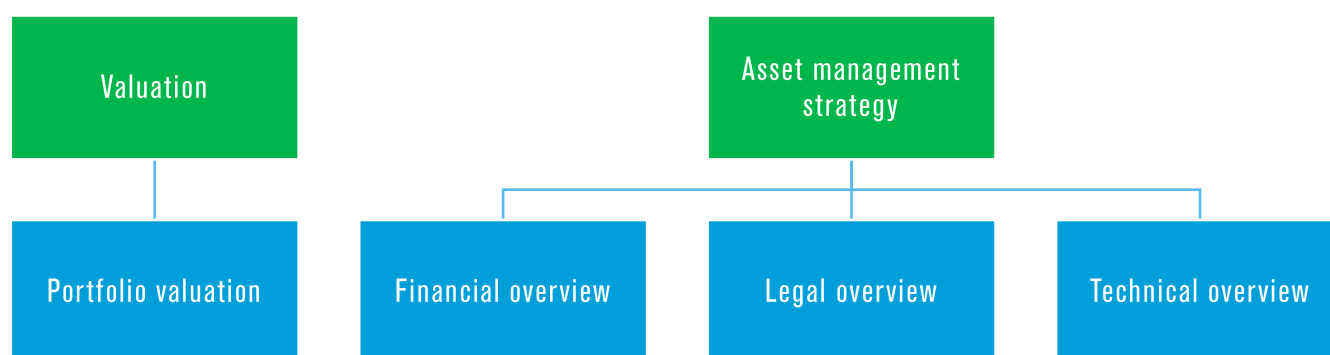
We have been personally involved in the asset and property management of real estate assets and portfolios, including distressed asset portfolios.

Using our corporate real estate asset management (CREAM) services, we provide the initial valuation of the portfolio and a clear understanding on the strategy to follow; in line with the business goals of our clients. We analyse the properties of the legal, technical and financial aspects, whether they have hidden income producing or development potential and we implement the strategy.

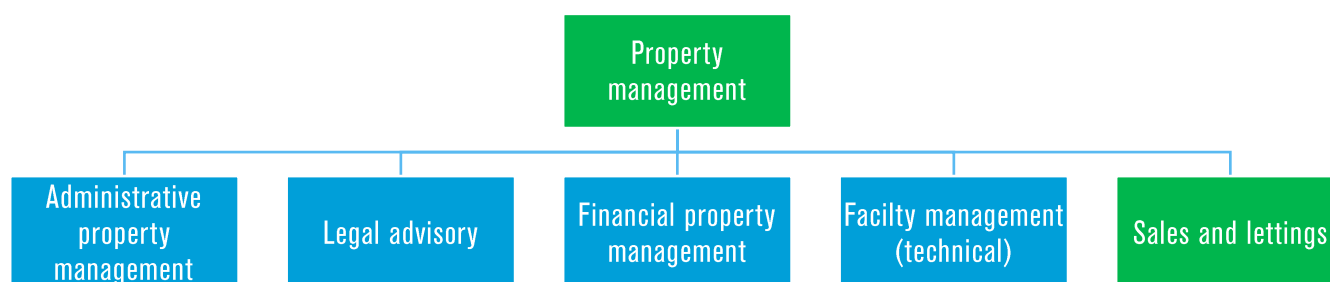
We additionally help our clients finding and selecting the right real estate or prepare the properties for disposal, including auction sales.

## DISTRESSED ASSET MANAGEMENT

The scope of the asset management services could cover the following fields:



The scope of property management services could cover the following fields:



**Valuation** is required to set the 'starting point' for the management of the assets and thus to later-on monitor the performance of the portfolio. The valuation is typically proposed to be performed on a portfolio basis and includes the initial rating of the portfolio.

**An asset management strategy** is to be created for the portfolio, based on the inputs of the financial, building surveying and legal team. We typically propose to set up a database, which contains the key data of each property and a data-pool with the property documents. The asset management strategy defines:

- if there are legal actions required to have the property fully fit-for-sale (e.g. statutory permit review, identification of any outstanding utility fees, taxes payable, illegal occupants)
- if there are any inevitable repair works required to ensure value preservation, measurement or health and safety issues present and
- identifies potentials for reducing operational expenditures and for income being produced.

The asset strategy will contain a budget for the properties and will be aligned with the client. Considering the probable specifications of the portfolio the strategy shall define if:

- the property shall be sold within due time; with or without prior intervention, or
- the property shall be turned into an income-producing one.

**Property management** services are to include the following

- Maintenance of the database of key property data and of the data-pool
- Managing tasks required for contracting and the resolution of potential legal issues
- Managing the legalization of properties
- Ensuring health and safety and fire safety compliance
- Contracting and managing service providers, such as cleaning services (required for sales activities), repair, maintenance and potentially security services, as well as consultants
- Vacant property management (securing property)
- Payment management of utility costs and operational expenditures in line with the OpEx budget
- Regular inspection of the properties
- Regular reporting and ensuring compliance with the approved budget
- For properties rented, additionally:
  - Occupiers liaison, including the contracting, communication and servicing of the tenant
  - Collection of monies (rents and service charges)

The preliminary proposed structure of the database, which shall contain the property data, as well of the document types which shall be recorded and managed are introduced separately.

**Sales and letting services** are to be offered separately, in line with the asset strategy, for the disposal and lettings of the assets.

## MAIN CONTACTS

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For further information about the company, including our references, publications and the services that we offer, please visit our website on [www.adriaticappraisal.com](http://www.adriaticappraisal.com) or contact us directly on one of the email addresses or phone numbers above.