

PROPERTY MANAGEMENT SERVICES



DELIVERING CERTAINTY REDUCING RISK

The world of property never stands still, so at MBL|CB Richard Ellis we work on the principle that the time for improvement is before it becomes necessary, not after. By listening carefully to our clients and their tenants, we ensure that we are continually evolving and improving.

MBL's expertise and know-how in office building and shopping centre management brings unmatched value to our clients. Our professionals have a proven track record in the field of asset and property management, which helps us ensure real value is added through optimization of operating expenses and increasing the NOI.

Our services ensure full service coverage from design stage throughout the lifespan of the property

- Site Selection and Land Acquisition
- Advisory and Financial Consulting
 - » Valuations
 - » Development advisory
 - » Feasibility studies
 - » Due diligence
 - » Concept consultancy
 - » Best-case scenarios
 - » Business plans
 - » Debt and equity sourcing

- » Market positioning strategy
- » Property assessment
- » Asset revitalization, repositioning, redevelopment
- Transaction services
 - » Property marketing and tenant prospecting
 - » Comprehensive lease negotiation
 - » Tenant retention, Rent-renewals
 - » Built-to-suit solutions
 - » Sale leaseback
- Property management
 - » Property management set-up
 - » Design Consultancy
 - » Ongoing management
 - » Property Administration
 - » Financial Management
 - » Facility Management
- Exit/ Hold Strategies
 - » Sale
 - » Sale leaseback
 - » Refinance/Redevelopment

This attitude, combined with the experience and expertise found in our global network, means that we continue to exceed our clients' expectations, meet the demands of their tenants and drive sustainability initiatives, making our clients' lives easier and maximizing the value of their assets.





DESIGN CONSULTANCY AND ADVISORY FOR FUTURE MANAGEMENT

MBL's advice serves as a guideline for the design teams in respect to certain operational issues. Our aim is to provide recommendations on all design issues, which need to be considered during the pre-opening phase, in order to optimize layout and make the operation of the property as efficient as possible.

PROPERTY MANAGEMENT SET-UP

The management set-up aims to ensure that all systems are in place and key infrastructure is handed from construction to management. During this phase our experts will ensure that the most efficient service providers are selected via tenders. The financial experts will finalize the capital and service charge budgets, and set up procedures ensuring full income collection and maximum profitability once the scheme is operational.

KEY BENEFITS

Maximising returns on property
Tenant loyalty
Complete transparency
Sustainability
Building value
Service level performance
Cross-border consistency

ONGOING MANAGEMENT

Our professionals understand the complexity of the everyday activities needed for the most efficient operation and management of a property. Our services have been designed to cover every area of the property management process and include

- **Property Administration**
 - » Tenant liaison
 - » Lease administration
 - » Lease review and renewals
 - » Recruitment and management of on-site staff
 - » Service charge budgeting and reconciliation
 - » Fulfil reporting requirements to government authorities
- **Facility Management**
 - » Continuous assessments of service contracts
 - » Development, implementation and supervision of preventative maintenance program
 - » Supervise tenant fit-out works
 - » Capital improvements – planning and implementation
 - » Relationship with local authorities
- **Financial Management**
 - » Rent collection
 - » Service charge and other monies collection
 - » Management of deposits and bank guarantees
 - » Bank loans repayments
 - » Accounting and reporting
 - » Bank accounts administration

DELIVERING VALUE

Property Management Services

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