

## Asset & Property Management Services

### ALTERA GROUP

Alter Group is an Australian based integrated property company focused on obtaining superior investment returns from managing, owning, refurbishing, and repositioning commercial real estate assets.

### ABOUT US

Alter Group is a skilled and experienced group of real estate professionals with more than 20 years of real estate, investment management, and finance experience with office, retail and industrial assets.

### OUR APPROACH

We apply a disciplined value investment approach focusing on real estate fundamentals, skilled asset management with a strong focus on understanding and mitigating risk.

### ASSET & PROPERTY MANAGEMENT SERVICES

“Active Management” is the cornerstone of Altera Group’s property services. We expertly manage commercial assets from class “A” office, to mixed use, retail and industrial property assets.

With over 20 years of commercial asset management we know how to add value to an asset through astute leasing, expense control, selective refurbishment, highest and best use positioning and add-on development.

At Altera Group we are *passionate* about managing property; professionally and actively.

We are true Asset Managers. We look holistically at your property and your tenants. We are acute at analyzing every aspect. We know how to find where we can improve:

- Rental income and quality of tenants
- Operating expense recoveries
- Reduction in operating expense
- Capital value

Whether you are a property owner or a fund manager, we will optimize financial returns from your property assets while preserving and improving the capital value of the property. We believe in the value of tenant relationships.



*Our driving philosophy is to engage in a genuine partnership with our clients, investors and tenants to deliver outstanding returns from real estate investments.*



*We manage property to Create Value. Our goal is to exceed our client's expectations with service excellence.*

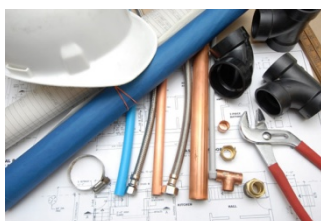
## ALTEGRA GROUP



*Our goal is to exceed our client's expectations with service excellence. We will maximize occupancy levels, cash flow, tenant retention and capital value.*



*Tenant relationships, careful financial management, assure "Active Management".*



*We manage cost effective operations to maintain tenant satisfaction and the property capital value.*

### Asset Management Services:

- Positioning the property for "highest and best use"
- Tenancy mix strategy
- Manage tenancy rollover
- Strategic leasing; sourcing and obtaining the best tenants
- Marketing strategy
- Management of operating expenses
- Budgeting for operating expense and capital expense
- Advise on lease contracts that protect owners
- Risk management analysis; Insurance reviews
- Manage compliance
- Plan for sale, re-positioning, add-on development
- Provide timely financial, operating and management reports

### Property Management Services:

#### Tenancy Management

- Build and maintain relationships with tenants
- Fairly and properly administer lease terms
- Perform rent reviews, market reviews
- Negotiate lease renewals
- Manage end of tenancy make good

#### Financial Management

- Arrears control, rent and outgoings collections
- Invoicing of rent, expense recovery
- Pay property outgoings
- Reconciliation of outgoings
- Perform regular maintenance and repairs as necessary
- Monthly reporting of income and expense

#### Property Operations & Maintenance

- Manage service providers and contractors for quality and value
- Manage fire systems and reporting
- Provide recommendations on preventative maintenance
- Manage day-to-day repairs and routine maintenance
- Advise on fit outs and building upgrades

#### Risk Management

- Review and manage insurance coverage
- Manage health and safety compliance
- Manage property compliance with council and other regulations

**Active Management, service you can count on, passionate professionals, a complete package.**

## PEOPLE

Michael Gould

Principal

Mr. Gould's commercial real estate experience includes nearly 25 years in asset management, real estate acquisition, ownership, finance, development, design and construction, as well as day to day property management.

Mr. Gould has owned and managed for investors a broad spectrum of real estate assets valued \$350 million including; multi-tenant office, retail and industrial assets. The commercial real property has included class "A" office, R&D flex, and mixed use. Mr. Gould's experience includes asset acquisition, portfolio planning and strategy, loan negotiations, marketing and tenant acquisition, lease negotiation, financial analysis, risk management, supervision of property managers, accounting, cost control, building systems, as well as development, planning, design, and construction.



*Michael Gould possesses 25 years of successful experience in asset management and commercial property investment.*

## CONTACT US

To learn more about properties for sale or lease, opportunities to invest, to develop property, or to tender services, please do not hesitate to contact us.

Michael Gould

Principal

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*Contact us today! We guarantee to show you how we will increase your cash flow and capital value.*