



SVN/KAHN PROPERTIES PROPERTY MANAGEMENT

2012 Magnolia Avenue South • Suite R-11 • Birmingham, AL 35205

About SVN/Kahn Properties

SVN/Kahn Properties was founded in 1983 by Gayle Kahn Belcher as Kahn Properties, Inc., a property management company. In 2016 Kahn Properties expanded by becoming a division of Sperry Van Ness and is now known as SVN/Kahn Properties. Today the company specializes in Commercial Real Estate Brokerage, Real Estate Investment, Property Management of Multi-Family and Commercial properties, Asset Management, and Property Rehab Projects.

In the area of Property Management, the Company excels in the management of mature and historic apartment communities in the Five Point South, UAB, Avondale, Downtown and Highland Avenue district areas. Our buildings have typically stayed leased at a 95% or greater occupancy over the last several years. Our properties cater to young professionals and graduate students in the 25 to 45 year old age group. In recent years, with the overseeing of minor renovations, our retention rates have increased from about 50% to 65%.

The Company manages commercial properties located in the Historic Five Points South entertainment district and in the Upscale Mountain Brook community of English Village.

Gayle Kahn Belcher as CEO and Managing Director of SVN/Kahn Properties has been directly involved in all aspects of the development of :

- The 1.4 Million Dollar, total renovation and transformation of The Avondale Apartments, a 32 unit apartment community located at 4262 4th Ave South in the popular Avondale district.
- Ongoing Apartment Renovation Management of over 300 units.
- Numerous Commercial Tenant Lease Negotiations and Build outs
- English Village 3 Million Dollar, 7,000 sq. f. building addition.
- Pickwick Place 1.2 Million Dollar Upgrade in 2008.
- The Townes Condominiums, a 30 Unit upscale Condo Development in 1998.
- English Village Redevelopment, a 1.2 Million Dollar, 200,000sf retail shopping area built in 1997.
- Pickwick Place , a 3 Million Dollar 200,000 square foot retail development built in 1987.
- Market Research experience with an Atlanta-based company in 1982.

Designations:

- SVN Managing Director
- Qualifying Broker
- SVN Jump Start Certification
- CREW Member
- Birmingham Commercial Realtor Council (BCRC) current board member
- 1994 President IREM Chapter 143
- CPM Since 1988
- CCIM Since 1995

Judd Williams as Chief Operating Officer of SVN/Kahn Properties has,

- Actively involvement in the daily implementation and operation of all aspects of property management business since 2007.
- SVN Jump Start Certification
- Project Manager for Strategic and Tactical Acquisitions.
- Experience in the field of Senior Corporate Trainer for an industry leading educational administrative software company from 1999-2007.
- Previous career in school administration, instruction, & athletics.

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Management Portfolio



Currently Managed

<u>Building</u>	<u>Value</u>	<u># Units</u>	<u>Commercial SF</u>
Avondale Apartments	\$ 2,000,000.00	32	---
Sheraton Apartments	\$ 11,740,000.00	125	5,000.00
Dulion Apartments	\$ 3,452,218.00	45	3,000.00
LaSalle Apartments	\$ 2,704,109.00	32	2,500.00
Pickwick Place	\$ 3,039,527.00	---	60,000.00
Sheraton Laundry	\$ 500,000.00	---	1,200.00
English Village	\$ 7,618,036.00	---	40,000.00
Watts Tower Condominiums	\$ 300,000.00	1	---
Total	\$ 31,353,890.00	235	111,700.00

Formerly Managed

	<u>#Units</u>	<u>Commercial SF</u>	<u>Sold Date</u>
Highland Plaza Apartments	65	---	1984
Medical Arts Bldg Office	---	225,000.00	1986
Cambridge Row Office	---	15,000.00	1990
The Laundry Mat	---	4,500.00	2015
Total	65	244,500.00	

Properties Developed

	<u>Value</u>	<u>#Units</u>	<u>Development Date</u>	<u>Sold Date</u>
Avondale Apartments	\$ 2,000,000.00	32	2015	
English Village 7500 sf Bldg Addition	\$ 3,000,000.00	---	2014	
Pickwick Place Renovation	\$ 1,200,000.00	---	2009	
The Townes Condominiums	\$ 11,250,000.00	30	1997	1999
English Village 1st Addition	\$ 3,000,000.00	---	1996	
Pickwick Place 1st Addition	\$ 6,000,000.00	---	1987	
Total	\$ 26,450,000.00			

Property Management Services

Maintenance

- Evaluate and manage owner's pre-existing maintenance contracts with outside subcontractors - i.e.: termite/pest control contracts, HVAC yearly service, waste disposal, etc.
- Field and triage all maintenance issues and resolve those as efficiently and in the most cost effective manner for our owners using KP staff primarily and outside preferred subcontractors when necessary.
- 24-hour contact for emergency maintenance issues

Financial & Administration

- General accounting services
- Detailed monthly financial reporting
- Accounts payable service
- Budget preparation and analysis
- Collections management services

Tenant Relations

- Point of contact for all tenant questions/needs

Marketing and Leasing

- Yearly market survey for competitive pricing analysis
- Re-negotiation of leases to include rent increases based upon market rates for the area
- Assume responsibility for leasing vacant space via **PERSONAL TOURS**.
- Management of local apartment locator services.

Owner Relations

- Monthly or Quarterly "state of the properties" meeting at KP office.
- Copies of all rent rolls, aged trial balance reports, and other reports as needed.
- Asset management consulting

Management Fees

For all services aforementioned, the Standard Residential Multi-family Management Fee small properties is based on several factors, the primary being the number of units to be managed. We will design the management package to fit your needs within those parameters. We can also design the management package to include Asset Management, Renovation Project Management, and Loss/Restoration Project Management.

A sliding management fee scale is in place for larger properties that employ on-site leasing and maintenance staff based number of units and number of existing on-site staff.

Properties are billed for all non-labor expenses directly related to the property at cost unless otherwise listed.

Maintenance Labor Billing

Staff Maintenance labor is billed to the property per hour during regular business hours (M-F 8AM-5PM CT) with a premium per hour for non-business hours, weekends, and holiday services. Hourly charges are billed to include travel time directly to and from the property as well as on-site time.

Outside contractor labor billed to the property at a cost plus negotiated%

Fees

Fees or Rebates that are considered property of the management company.

Application Fee

Lease Servicing Fee

Early Termination Releasing Fee/Failure to Give Proper Notice Fee

Rebates from contractors negotiated by the management company.

All other fees are reserved for the property

Security Deposit

Rents/Utility Fee

Late Fee

Pet Fee

Failure to Clean Fees (damage is billed per cost)

Additional Occupant Fee (where applicable)

Rebates from contractors negotiated by the owner

Other Fees as may be deemed necessary.