

NAI Advent

Property Management Services Overview



NAIAdvent

ADVENT COMMERCIAL REAL ESTATE CORP.



naiadvent.com

MAXIMIZING ASSET PERFORMANCE

Delivering Operational Excellence



~700,000 SF MANAGED LOCALLY

COMPREHENSIVE MANAGEMENT SERVICES

OFFICE | RETAIL | INDUSTRIAL EXPERTISE

At NAI Advent, we understand that effective property management is critical to protecting and enhancing the value of your commercial real estate assets.

As a full-service commercial real estate firm and proud member of the NAI Global network, we provide comprehensive property management solutions tailored to the needs of investors and owner-occupiers across Calgary and Western Canada.

OUR APPROACH

Our property management philosophy is built on proactive management, financial discipline, and tenant-focused service delivery. These pillars ensure your asset is not only well managed day-to-day, but strategically positioned for long-term performance and growth. We go beyond day-to-day operations to create long-term value by aligning property performance with ownership objectives.

We work collaboratively with clients to develop customized management strategies that optimize income, control costs, and enhance tenant satisfaction—ultimately strengthening asset value.

▶ PROACTIVE MANAGEMENT



Anticipating challenges. Acting before they arise.

We take a forward-thinking approach, identifying opportunities and addressing potential issues before they impact operations or performance. Through regular inspections, preventative maintenance programs, and continuous monitoring, we ensure your asset remains in optimal condition at all times.

▶ FINANCIAL DISCIPLINE



Driving performance through insight and accountability.

We manage every property with a sharp focus on financial performance, ensuring revenues are maximized and expenses are carefully controlled. From detailed budgeting and accurate forecasting to transparent monthly reporting, our disciplined financial processes provide full visibility into your asset's performance.

▶ TENANT-CENTRIC SERVICE



Building strong relationships that drive retention.

We believe that satisfied tenants are the foundation of a successful property. Our team prioritizes responsiveness, clear communication, and professional service to create a positive tenant experience at every touchpoint.

Our proactive tenant engagement strategy drives higher retention and long-term asset stability

COMPREHENSIVE MANAGEMENT SERVICES

Every property has unique operational needs and ownership objectives. Our management services are tailored to each asset, combining hands-on property oversight with financial management, tenant relations, leasing support and strategic planning to maximize performance and long-term value.

► FINANCIAL MANAGEMENT

- » Budget preparation and forecasting
- » Rent collection and accounts receivable
- » Operating expense control
- » Financial reporting and performance analysis
- » CAM reconciliations

► TENANT RELATIONS

- » Tenant communication and retention strategies
- » Lease administration and enforcement
- » Move-in / move-out coordination
- » Conflict resolution
- » Tenant satisfaction initiatives

► ASSET ENHANCEMENT

- » Strategic planning to improve asset performance
- » Vacancy reduction initiatives
- » Lease-up support in collaboration with brokerage
- » Market positioning and competitive analysis

► PROPERTY OPERATIONS

- » Day-to-day property administration
- » Vendor management and contract negotiation
- » Property Inspections
- » Preventative maintenance programs
- » Capital project coordination
- » Health, safety, and compliance
- » 24/7 emergency response

► LEASING & MARKETING SUPPORT

- » CoStar / LoopNet exposure
- » Broker network
- » Marketing campaigns

PROACTIVE ASSET PROTECTION

Strategic Planning Beyond Day-to-Day Management

We believe the best property management programs focus equally on today's operations and tomorrow's challenges. Preventative maintenance programs, capital planning, risk mitigation, regular inspections and building systems oversight help reduce unexpected costs and preserve long-term value.

Our team develops and executes proactive plans for:

- ▶ HVAC systems
- ▶ Landscaping
- ▶ Roofing
- ▶ Parking lots
- ▶ Mechanical systems
- ▶ Code compliance
- ▶ Electrical systems

Risk Management

By identifying operational, physical, and financial risks early, we help owners minimize exposure while protecting property value.

SEAMLESS PROPERTY TRANSITION

A Structured Onboarding Process

Our transition process is designed to create a smooth handoff while minimizing disruption for owners and tenants.

▶ STEP 1

Property Documentation Review

▶ STEP 2

Financial Systems & Account Setup

▶ STEP 3

Building Systems Assessment

▶ STEP 4

Tenant Communication & Introduction

▶ STEP 5

Operational Takeover & Reporting

NAI Advent recognizes that the quality of the transition work accomplished on the front end of an assignment will forever benefit the operation of the association. For this reason, we have developed a thorough and systematic approach to taking over new management assignments. Our team will quickly gain control of all physical, member, accounting and administrative aspects of the association.

EXPERIENCE ACROSS ALL ASSET CLASSES

Our team actively manages a diverse portfolio of commercial real estate properties, including:

► INDUSTRIAL PROPERTIES

Operationally-focused management for logistics, warehousing, manufacturing, and flex spaces



► RETAIL PROPERTIES

Enhancing customer-focused environments and supporting tenant success



► OFFICE PROPERTIES

Managing professional environments that support tenant productivity and retention.



► MIXED-USE PROPERTIES

Integrated management strategies that balance multiple uses and tenant types



With approximately 700,000 SF managed locally, our experience across asset classes allows us to deliver insights and strategies **tailored to each property type.**

WHY CHOOSE NAI ADVENT?

More Than Property Management

As part of NAI Advent, the Property Management team is backed by the power of a **full-service** commercial real estate brokerage, meaning our clients benefit from our:

- ▶ **Full-Service Integration:** Seamless collaboration with brokerage, investment, and project services teams
- ▶ **Market Intelligence & Local Expertise:** Backed by in-depth research and deep Calgary market knowledge
- ▶ **Global Reach:** Access to the strength and resources of the NAI Global network
- ▶ **Customized Solutions:** Tailored management strategies aligned with your financial goals
- ▶ **Proven Results:** Focused on enhancing returns and long-term asset value
- ▶ **Established Vendor Network:** Access to a network of over 45 trusted service providers and trades

Proven Results



▶ 3603 8 STREET SE, CALGARY, AB

NAI Advent helped reposition this property from a warehouse-only facility into a more versatile industrial flex building, incorporating office space alongside the existing warehouse component.

By adapting the building to accommodate a broader range of business needs, the improvements enhanced the property's functionality and marketability while creating greater flexibility for future leasing opportunities.



▶ DIAMOND CENTRE, SASKATOON, SK

A renovation of the property, completed at an approximate cost of \$10.00 PSF, repositioned the property and enabled the Landlord to nearly double rental rates in less than one year.

NAI Advent managed the process from concept through completion, coordinating architectural design, construction and leasing.



TRANSPARENT & CONSISTENT REPORTING

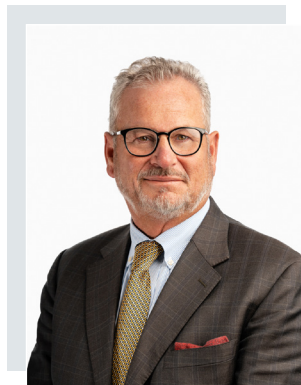
Our property accounting is managed through Spectra, a dedicated property management and accounting platform that allows our team to maintain accurate, organized financial records for each asset. This provides property owners with clear and consistent financial information, supporting greater transparency, informed decision-making and effective oversight of their investment.

Our reporting includes:

- ▶ Monthly financial statements
- ▶ Budget variance analysis
- ▶ Cash flow reporting
- ▶ Annual budgeting
- ▶ Operating expense reviews
- ▶ Capital planning

YOUR PROPERTY MANAGEMENT TEAM

Our collaborative team brings together expertise in property operations, tenant relations, accounting and asset strategy. With a hands-on approach, we work together to protect your investment, support your tenants and enhance the long-term performance and value of your property.

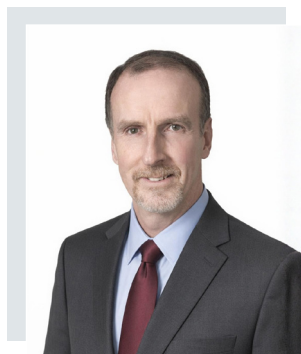


► GARRY BOBKE, SIOR, CCIM

President | Managing Partner | Broker

With 26 years of commercial real estate experience and more than \$1 billion in completed transactions, Garry brings an ownership and investment perspective to NAI Advent's Property Management team. His experience spans asset management, property management, investment sales, development and ownership, including involvement with commercial properties valued at more than \$200 million.

Focus: Asset Strategy & Ownership Oversight



► JEFF BEAUCAGE

Vice President | Finance

Jeff provides senior financial oversight to NAI Advent's Property Management division, supporting the financial management and performance of the properties under our care. His longstanding involvement with NAI Advent's property and asset management team provides continuity and an experienced financial perspective for property owners.

Focus: Financial Oversight & Asset Management

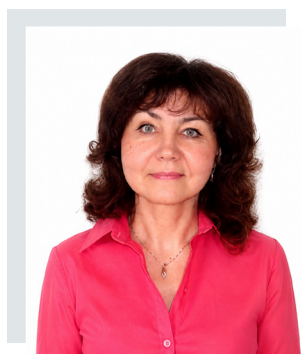


► MICHELE MARSH

Senior Property Manager

With more than 20 years of property management experience, Michele has managed a diverse range of commercial assets, including industrial, office, retail, medical and agricultural properties. She places a strong emphasis on tenant relations and responsive property management, contributing to strong tenant retention across the properties she manages.

Focus: Property Management & Tenant Relations



► VICTORIA NIKITINA

Senior Accountant

Victoria provides senior accounting expertise to NAI Advent's Property Management division and has been part of the firm's property accounting team for many years. Her role supports the accurate financial administration and reporting of NAI Advent's managed property portfolio.

Focus: Accounting & Financial Administration

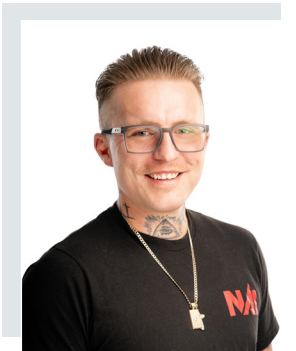


► **NOWEL BOBKE**

Assistant Property Manager

Nowel supports the day-to-day management and tenant relations of NAI Advent's commercial property portfolio, working closely with Senior Property Manager Michele Marsh. His proactive, detail-oriented approach supports responsive service for both property owners and tenants.

Focus: Property Operations & Tenant Support

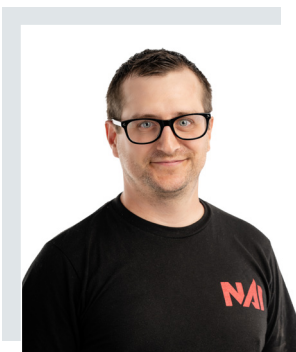


► **SEAN MCKINLAY**

Operations Manager

Sean brings 14 years of operations experience to NAI Advent, with an emphasis on responsive service, quality workmanship and effective tenant communication. As Operations Manager, he provides hands-on operational support to the Property Management team and helps ensure property needs are addressed efficiently.

Focus: Building Operations & Maintenance



► **ERIC LANDRY**

Building Operator

Eric provides hands-on building operations support across NAI Advent's managed portfolio, helping the Property Management team address the day-to-day operational and maintenance needs of each asset. His role supports the team's commitment to attentive property care and responsive service.

Focus: Building Operations & Property Maintenance



► **ANDY FARAJ**

Property Accountant

Andy brings a broad accounting background spanning audit and external financial reporting, including experience with a Big Four firm and one of Alberta's largest non-profit audit practices. He holds a Bachelor of Business Administration in Accounting from Mount Royal University and has completed the CPA examination requirements, including the Common Final Examination.

Focus: Property Accounting & Financial Reporting

Let's Maximize Your Investment

Property Management Solutions Built Around Your Goals

Whether you own a single commercial property or a growing portfolio, our team is committed to protecting your investment and creating long-term value.



ADVENT COMMERCIAL REAL ESTATE CORP.

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