

# RAY WHITE GREEN VALLEY

EXPERIENCED AND PROFESSIONAL  
COMMERCIAL PROPERTY  
MANAGEMENT SERVICES



**Ray White** \_ Know How

# MEET THE PRINCIPALS

In 2012 Michael Makrinakis and Agostino Macri became business partners and opened Ray White Green Valley. A business that has grown rapidly over the last 4 years. The success of their Green Valley Office has led them to open their second office in Austral.

Real Estate has been a part of Michael's life from a young age having had his love for the Industry past onto him from his father who has also worked in the industry most of his life. Michael started his career in Real Estate/Property Management in 1999 when he first gained his accreditation. Soon after he was recognised for his performance and dedication by being nominated one of the best in the field. Michael's knowledge and understanding of the industry was proven when within the first 18 months of opening Ray White Green Valley the office was nominated one of the top 10 metro agencies within the Ray White portfolio.

Agostino, having worked in the building industry, has gained extensive knowledge of Building and Development Statutory Governing Laws of NSW. By holding both a Builders License and Real Estate Licence, Agostino is placed in a unique position to offer advice on all aspects of building, real estate and maintenance matters.

The combined experience of both Michael and Agostino stretches over 45 years and places them second to none as the experts to handle all facets of your Commercial Property Management needs.



# OUR OFFICES - GREEN VALLEY & AUSTRAL



**Ray White** \_ Know How

# ABOUT RAY WHITE

- As a family owned and led business for over 110 years, relationships have always been at the heart of everything we do. We have built a broad network of real estate professionals that take pride in every transaction.
- Our commercial businesses are located throughout Australia and New Zealand. The broader Ray White group has offices throughout Indonesia, in Beijing and the Middle East, and is committed growth and representation in these key markets.
- We have the strength and reach of an international real estate group, with the local knowledge needed to deliver a premium result.
- Ray White Commercial Green Valley specialises in the leasing, management and sale of commercial, industrial, investment, project marketing, raw and DA approved development sites, and retail real estate.
- As part of the Ray White group, we have access to the relationships generated by a 1000 office network employing over 5000 people, with a sales turnover exceeding \$2 billion every month. The collective company database exceeds 1.3 million people and our raywhite.com website registers over 65 million individual page viewings per year.
- Ray White Commercial Green Valley offers a point of difference business, incorporating cutting edge technologies and marketing strategies incorporating innovative e-marketing and e-database solutions.



# CONTACTS GLOBALLY



# WE WORK

112 YEARS, 1300 OFFICES, 15000 STAFF

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# WHAT WE OFFER

Ray White Green Valley's commercial management team knows and appreciates the different needs of each type of commercial property. We are flexible and innovative and strive to meet the varying requirements to produce the best experience for both the owner and tenant. As experts in commercial management our team is equipped to address the particular maintenance, repairs and improvements necessary to maintain and increase the value of your investment.

## **Property Management Support**

As real estate experts, the agents at Ray White Green Valley are well aware that for investors, time is money.

After all, you want to ensure you get the maximum return on your investment and this is accomplished as efficiently as possible.

Investing in property is a great way to diversify your portfolio, but it is also important to bear in mind that taking on the role of landlord is a big responsibility, and can place significant demands on your time.

This is where the team at Ray White Green Valley can help. Our comprehensive property management services take the day-to-day hassle out of running your rental property, giving you more time to focus on other important things. From finding great tenants and collecting rent to helping you manage any issues – large or small – that may arise. You can count on us to provide a professional property management solution.

# WHAT WE OFFER cont.

## **Physical Maintenance**

- Conduct frequent physical inspections.
- Coordinate and supervise maintenance activities, repairs and improvements.
- We have a 24 hour answering service for any need or emergency that may arise.
- Enforce buildings rules and regulations.
- Recommendations for common area improvements.
- Negotiate contracts, supervise independent contractors, on-site employees, etc.

## **Asset Management**

- Maintain frequent contact with Owner, or any consultants of the Owner (i.e., attorneys, accountants) to ensure the efficient and correct management of the property.
- Preparation of proformas/budgets
- Landlord/Tenant relations

# WHAT WE OFFER cont.

## Financial Management

- Collect and record rents and implement assertive collection procedures.
- Accounts receivable / Accounts Payable
- Billings for common area charges, taxes, insurance, etc.
- Detailed reports, including tenant profiles, property ledgers, and sales and leasing reports.
- Monthly financial statements, including current and year-to-date activity.
- Secure bids for insurance or other financial services or expenses as needed.
- Prepare the required reports for year-end accounting.
- File all personal property reports
- Prepare common area, mall expense reports and property tax proration charges, if needed.
- Review critical data file and invoice tenants, as applicable, for cost of living increases, Consumer Price Index (CPI) increases, common area maintenance (CAM) charges, property taxes, insurance and fixed incremental rent increases.



# WHAT WE OFFER cont.

## **Property Management and Real Estate Law**

One of the things many property investors find daunting is a lack of knowledge or experience when it comes to real estate law. This is an understandable concern – landlord and tenant laws can differ widely from state to state, and unless you have a specific background in real estate or legal matters, it can be easy to feel as though you may be in over your head.

This is where the property management professionals at Ray White Green Valley can prove their value to time-crunched investors. Rather than spend your well-deserved free time brushing up on the particulars of property law, you can feel confident in leaving the management of your investment property to the professionals.

## **Finding and Keeping Great Tenants**

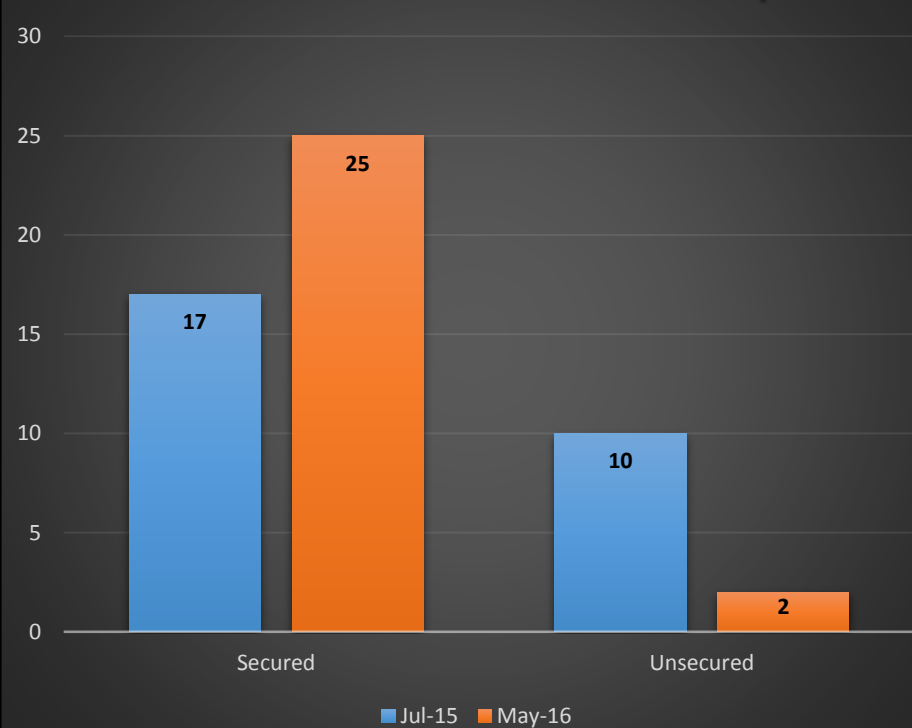
Many investors find that when it comes to property management, attracting – and keeping – great tenants poses the greatest challenge. This is where turning to Ray White Green Valley can be a wise decision. We can not only market your rental property to attract excellent tenants, but we can also carry out a comprehensive range of checks to ensure that your investment will be well looked after.

The Ray White Green Valley property management team can also provide assistance in terms of ongoing maintenance to your property. We can liaise with tenants to arrange repairs and to ensure the property is being kept in top condition – maximising your investment now and in the future.

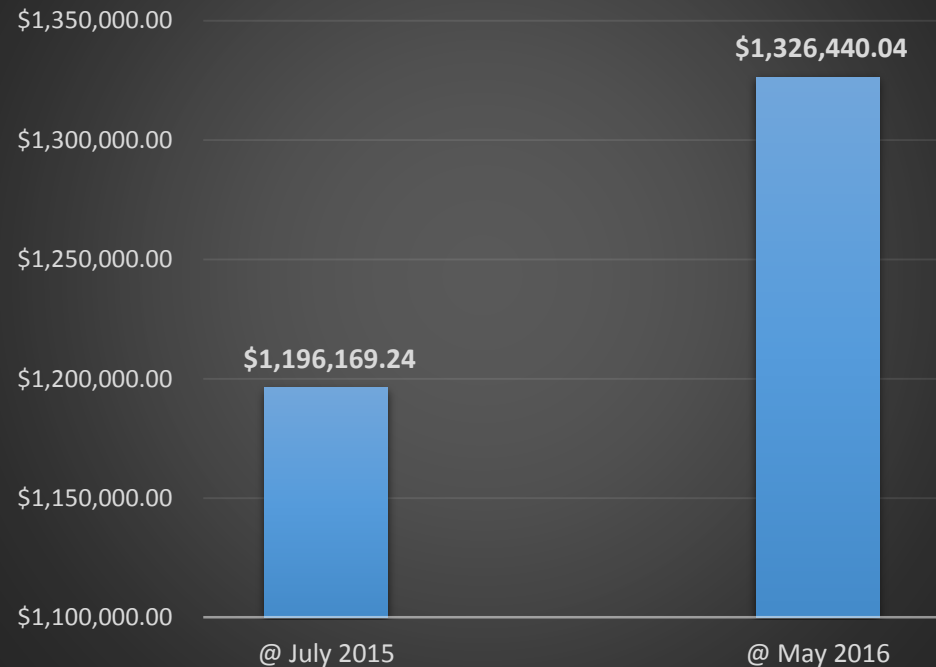
# OUR PERFORMANCE/RESULTS

WHAT RAY WHITE GREEN VALLEY HAS ACHIEVED FOR ONE OF THEIR VALUED CLIENTS WITHIN THE FIRST YEAR OF MANAGING THEIR PORTFOLIO.

### Client Portfolio Lease Security



### Client Portfolio Income Increase of 10.2%



# MISSION STATEMENT

'Ray White Green Valley' clients have entrusted us to manage, sell and lease their investment properties and we take this responsibility seriously. We incorporate our company values into our everyday operations as these are the very core of our company:

- Integrity is our trademark
- Service....setting the standard
- Be Accountable in all that we do
- Incorporate Growth, passion, and innovation in our work
- It's all about Trust



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