

# PROPERTY MANAGEMENT



## INDUSTRIAL - OFFICE - RETAIL



Timothy S. Dayner

Principal | Executive Advisor

775-688-9525

[tdayner@primarycre.com](mailto:tdayner@primarycre.com)

License #: S.0178329

PM Permit #: PM.0166606

Kyle P. Eigenman

Principal | Broker

775-412-7844

[keigenman@primarycre.com](mailto:keigenman@primarycre.com)

License #: B.1002302.LLC

PM Permit #: PM.0167631.BKR

**PRIMARY CRE**

Primary Service. Primary Goals. Primary Solutions.



## MANAGEMENT SOLUTIONS

- PROACTIVE TENANT RELATIONS
- FINANCIAL MANAGEMENT
- APPROVED VENDORS
- CALCULATE CPI INCREASES & CAMS
- ACCOUNTING
- RENT COLLECTIONS
- PAYABLES
- FINANCIAL STATEMENTS
- FULL MAINTENANCE PROVIDER
- CONSISTENT OWNER COMMUNICATION
- MAXIMIZE NET OPERATING INCOME
- PROPERTY INSPECTIONS
- COORDINATE MOVE-INS & MOVE-OUTS
- ENFORCE RULES & REGULATIONS

## MANAGEMENT AT WORK FOR YOU

PRIMARY CRE provides commercial property management services in Northern Nevada. Our sole focus has been to deliver performance that enriches our clients and enhances the lives of the people we serve. We are a hardworking team of professionals dedicated to providing the best service and advice to our clients. It is our goal to make life less stressful as well as more profitable for those who hire us.

## FLEXIBLE SOLUTIONS FOR YOUR NEEDS

### ACCOUNTING

The team at PRIMARY CRE will analyze the most recent 12 month operating statements for the property, looking for discrepancies or soft spots in the expense structure. With a strong focus on expense control, we key on those expenses that can typically get away from an owner, notably maintenance supply expenses, maintenance salary expenses, utility expenses, and administrative expenses.

Along with our client we will develop a financially sound direction for your property. We look at the current state of the property, recommend improvements, prepare budgets, and look for areas to reduce expenses.

- Financial Plan of Action
- Rent Collections
- Payables
- Property Tax Appeals
- Taxes, Insurance, and Common Area Maintenance
- Monthly and Yearly Financial Statements

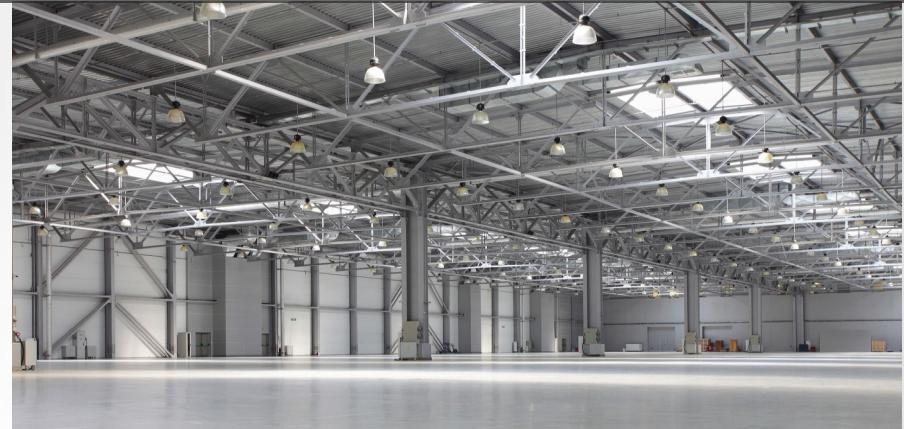
## SITE MANAGEMENT

Your property will be assigned a manager who is responsible for the day to day operations of the property. Property inspections are performed a minimum of once per week or as deemed necessary to insure all standards are met and maintenance is top notch.

All statements are forwarded on a timely basis. Reports are prepped and generated, reviewed by management and approved for distribution. All reports include a Cash Flow Statement, Current Rent Roll, Statement of Deposits, Check Summary, and invoice/check copies.

## MAINTENANCE

Quality control standards are maintained by having managers working closely with our maintenance staff and vendors to ensure that jobs are being completed in a timely manner and in a professional manner. Owners are always contacted for non-emergency repairs exceeding an agreed upon amount.



## MONTH END FINANCIAL REPORTS

Financial Reports are based on the 1st to the last day of the month accounting cycle. During the course of the month, rents are collected, bills are paid, and tenant/vendor ledgers are addressed. On the last day of each month, the current accounting period is closed and data is gathered for reconciliation.

- Cash Flow Statement
- Income Statement
- Rent Roll
- Summary of Deposits
- Bank Reconciliation

## MAINTENANCE

Your property will be assigned to our competent maintenance staff, who will be responsible for all aspects of your properties maintenance needs. From dripping faucets to drywall repairs, our team can handle all your property needs. Upon vacancy we provide full turnover maintenance. All care is taken to keep maintenance billings to a minimum, both parts and labor.

- Full Maintenance Provider
- Emergency Maintenance
- Strict Quality Standards
- Owner Contact For Repairs
- Competitive Bids
- Proactive Property Inspections

Primary CRE is a dominant force in Nevada commercial real estate, building a record of success and longevity unparalleled in the industry. Our devoted team is doing the job right, building a presence in the area, and making a difference for our clients. Contact us today for a free consultation and how our service and solutions can help you achieve your goals.

When it comes to Nevada commercial real estate, there's no one better to turn to than Primary CRE. In 2019 Kyle P. Eigenman and Timothy S. Dayner founded Primary CRE. With almost 40 years of combined experience with large corporate commercial real estate firms, Eigenman and Dayner had the vision of integrating the most professional service, the highest quality of standards, and helping match the right people with the right properties.

Our expansive network enables us to open doors for our clients on all sides of the property equation. We make it a point to be involved and stay involved throughout all stages of the real estate process. We'll listen to you and we will guide you every step of the way, whether you're looking to buy, sell, lease, or manage your property.



5250 Neil Road, Suite 301-G  
Reno, NV 89502  
775.688.9525 Phone  
775.412.7844 Phone



Primary Service. Primary Goals. Primary Solutions.