



Commercial and Retail Property Manager

Link: <http://commercial-realestate-training.com/>

Link: <https://commercial-realestate-training.com/commercial-property-management-skills-and-strategies/>

1. Return net income

- 1.1. Comparison to Market Rents
- 1.2. Vacancy factors
- 1.3. New Leasing opportunities

2. Environmental

- 2.1. Risk management
- 2.2. Risk assessment
- 2.3. Local area
- 2.4. Seasonal risks

3. Insurance & Risk

- 3.1. Risk management
- 3.2. Site surveys
- 3.3. Emergency response systems

4. Marketing of property

- 4.1. For tenants
- 4.2. For customers

5. Find replacement tenants

- 5.1. Tenant types
- 5.2. Expansion
- 5.3. Contraction
- 5.4. Relocations

6. Vacancy management

- 6.1. Leasing strategies
- 6.2. Targeted tenants
- 6.3. Regular meetings

7. Lease management

- 7.1. Rent reviews
- 7.2. Options
- 7.3. Critical dates
- 7.4. Lease negotiation
- 7.5. Documentation

8. Contractors

- 8.1. Essential Services
 - 8.1.1. Air conditioning
 - 8.1.1.1. Heating
 - 8.1.1.2. Cooling
 - 8.1.1.3. Outside air
 - 8.1.2. Lighting
 - 8.1.3. Water and sewer
 - 8.1.4. Power supply
 - 8.1.5. Communications and Data
- 8.2. Repairs and Maintenance
- 8.3. Capital works
- 8.4. Planning
- 8.5. Regular cost assessments

9. Maintenance

- 9.1. Maintenance
- 9.2. Budgets
- 9.3. Routines
- 9.4. Contractors

10. Arrears control

- 10.1. Arrears documentation
- 10.2. Legal approach
- 10.3. Reference to lease conditions

11. Rent payment

- 11.1. Budget performance
- 11.2. Actual funds
- 11.3. Projections

12. <https://commercial-realestate-training.com>

13. Tenant mix

13.1. Tenant retention plan

13.2. Clusters

13.3. Better tenants

13.4. Priority tenants

13.5. Vacancy pressures

14. Landlord reporting

14.1. Format

14.2. Frequency

15. Outgoings costs control

15.1. Energy

15.2. Water

15.3. Gas

15.4. Air conditioning

16. Income mgt

16.1. Rents

16.2. Market rents

16.3. Rent reviews

16.4. Options to renew

16.5. Arrears controls

16.6. Vacancy reduction

17. Expenditure mgt

17.1. Expenditure budgets

17.2. Repairs and maintenance

17.3. Capital works

17.4. Essential services

18. Budgets planning

18.1. Rents Income

18.2. Expenditure

18.3. Capital expenditure

19. Code & safety compliance

19.1. Building

19.2. Safety

19.3. Health

19.4. Public

19.5. Tenants

20. Renovations

20.1. Common areas

20.2. External areas

20.3. Mall areas

20.4. Tenant renovations

20.5. Facades

20.6. Toilets

20.7. Car Parking

21. Relocations

21.1. Tenants to be moved

21.2. Tenants expanding

21.3. Tenants contracting

22. Energy

22.1. Plant and Equipment

22.2. Seasonal energy changes

22.3. Buying power and economies