



FACILITIES MANAGEMENT

a New York State certified Woman-Owned Business Enterprise

Our approach to commercial real estate realigns your needs, not as single and separate entities (property management, facilities management, project management) but as a strategic coordination of a vertically integrated, tailored real estate plan.

Comvest is the only third-party commercial real estate services firm in Western New York that offers full in-house facilities management & property management services.

FACILITY OPERATIONS & SUPPORT:

- Maintenance and Repairs
- Vendor Management
- Contract Procurement and Administration
- Implementation and Management of Workspace Strategies
- Security System and Life Safety Management
- Furniture Specification and Bidding
- Accounting and Budgeting
- Capital plan
- Project Management



REAL ESTATE ADMINISTRATION

Strategic Planning
Market Research
Consolidation/Expansion Studies
Lease Abstracts
Accounting
Dispositions



Comvest Real Estate Management
257 W. Genesee Street | Buffalo, NY 14202
www.comvestinc.com 716.259.1333

Ed White
Director, Corporate Services
716.259.1333



PROPERTY MANAGEMENT

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Our goal is to develop a program that specifically fits your needs, organization and people. We want to free you and your company from the day-to-day operations of property management, while also protecting your company's assets and complimenting the interests of your tenants. The following highlights some of the services we provide.

UNDERSTAND OWNERS OBJECTIVES

- Assist in positioning your property to enable marketing to selected target markets and clients.
- Maintain consistent profitability.
- Keep the facility in the best possible condition and ready to show to a potential tenant or buyer at any time.
- Ensure client satisfaction by being responsive and delivering prompt and conscientious service.
- Relief from day-to-day tenant service calls and overseeing property maintenance.

REVIEW THE PROPERTY'S TECHNICAL (PHYSICAL) CONDITION

- Conduct initial facility inspection and assess corrective actions.
- Prepare an action plan for any work identified by our inspection.
- Assemble reporting on any environmental issues.
- Prepare monthly property owners condition report.

PREPARE A MANAGEMENT PLAN AND AN ANNUAL BUDGET

- Property Manager and support staff understand organizational goals and measures results.
- We will deliver a high level of professional service through leadership, experience, technology and commitment to performance. It is our goal to provide responsive service, expert advice and be accountable to the owners and tenants.
- Our management plan will stress tenant relations.
- Financial Reports - Provide an annual budget and monthly statements such as profit and loss, including rent roll and check register.

PROVIDE OWNERSHIP WITH SOUND FISCAL MANAGEMENT, ASSET REVIEW & TOTAL QUALITY ASSURANCE

We offer the owner a wide range of expertise including:

- Outstanding customer service.
- Creative marketing.
- Superior accounting and reporting abilities.
- Outstanding client relations.
- Success in meeting the needs of owners.
- A continual check on building expenses, finding those areas where money can be saved.

CLIENTS INCLUDE

OLYMPIC TOWERS
SENECA ONE TOWER
WINDSONG RADIOLOGY
MONMOUTH REAL ESTATE
INVESTMENT CORP.
WNY MEDICAL ARTS CENTER
AMERICAN NATIONAL
LOCKPORT PROFESSIONAL PARK

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PROJECT MANAGEMENT

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BUFFALO, NY

BUILDING ON EXPERIENCE & EXCELLENCE

Comvest's project management services have been developed to meet our clients' growing need for knowledgeable, experienced professionals who can assist them in making informed decisions. From planning, through design and construction, to the seamless completion of the move, our team will help you achieve your goals, save time, and money.



OLYMPIC TOWERS
BUFFALO, NY

OUR PEOPLE appreciate the varying needs of each client, and our experience enables us to provide our clients with the tools to effectively maneuver through the intricacies of any project.

OUR EXPERIENCE and training allow us to drive value on every project and reduce the time committed by our clients' internal resources.

OUR GOAL is to provide a structured and comprehensive management approach to successfully meet project budgets and deadlines.

SERVICES:

- Restacking
- Strategic Planning
- Programming Requirements
- Site Selection & Multi-Site Analysis
- Lease Workletter Evaluation
- Project Team Selection
- Budget & Schedule Development
- Service and Materials Procurement
- Design & Construction Oversight
- Relocation Oversight
- Commissioning & Certification
- Tenant Improvement & Interior Build Out
- Identification & Negotiation of Economic Incentives



257 W. GENESEE STREET
BUFFALO, NY

*These services are offered as stand-alone services for a particular part of a project, as comprehensive packages governing an entire project from start to finish, or as any combination of services that meets the needs of the client.



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MOVE MANAGEMENT

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Comvest's move management team provides consulting, coordination and implementation services for facility changes, including relocations, mergers, consolidations, renovations, technology updates and reorganizations. Move Management eases transitional stress and disruption by facilitating seamless changes that allow our client's business to continue with minimal interruption or downtime.

Our team of experts understands that each client and each transition is unique. The partnership between Move Management and our client is essential to the development of a successful strategy. Our specialized techniques ensure smooth implementation. Move Management provides practical, hands-on experience, coupled with our extensive understanding of corporate services, allows us to provide expert transitional solutions for each client.

WE CAN HELP YOU AVOID:

- Business Disruptions
- Employee Downtime
- Telephone/Network Downtime
- Cost Over-Runs
- Poor Communication (Internal & External)
- Chaotic Environments (Pre & Post Move)
- Loss of Confidential/Proprietary Information

COMVEST'S MOVE MANAGEMENT TEAM HANDLES SMALL AND LARGE-SCALE FACILITY CHANGES - FROM THE BASIC TO THE HIGHLY COMPLEX.

SERVICES:

- Facility Transitions
- On-Site Facilities Support Staffing
- Churn Management
- Furniture Re-Use Planning
- New Furniture Procurement
- Project Orientation and Communications
- Relocation Planning and Management
- Technology Transition Planning and Management
- Decommissioning

Because of our expertise in the planning process, we can reduce your risks. We will make sure critical business functions stay up and running. We will develop practical contingency plans. Our expertise can help you prevent costly mistakes.

Major facilities relocations require asset and service procurement decisions. We can help you develop strategies, parameters, standards, scopes and processes. We provide procurement planning and management for furniture, voice-data systems and related service providers in logistics, installation and equipment maintenance and moving.



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PROPERTY SERVICES FOR RECEIVERS

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Comvest's property management services provide receivers the necessary tools for a smooth transition and the financial flexibility to maintain and create value in the asset. Our goal is to preserve the asset to maximize the property's investment value for future disposition. We do this while delivering the highest level of services and utilizing cost-effective programs during the receivership process for both short and long-term arrangements.

OUR PROPERTY SERVICES FOR RECEIVERS INCLUDE:

- Customized financial services including bookkeeping, financial reporting, annual operating and capital improvement budgets
- Stabilizing property operations and vendor services
- Inspecting property for needed improvements and deferred maintenance
- Preparing operating budgets and streamlining efficiencies
- Supporting leasing efforts to fill vacancies and to promote lease renewals
- Ensuring best-in-class tenant relations and retention
- Devising and carrying out an exit strategy

WHY COMVEST?

- Third-party management company with no investment in real estate
- Strong receivership process experience
- Proven property management
- Disposition expertise
- Experience with a wide range of asset types and classes
- Seamless transition

RECEIVERSHIP EXPERIENCE

CLIENT	PROPERTY TYPE	SIZE
Concourse Center 4039 Genesee Street	Office / Warehouse / Light Industrial	550,000 SF
Olympic Towers 300 Pearl Street	Office / Retail	184,900 SF
English Park Village 336 Harris Hill Road	Office	72,000 SF
42 Delaware Avenue	Office	60,000 SF
95 John Muir Drive	Office	40,000 SF
Ellicott Creek Plaza 2850-2890 Niagara Falls Blvd.	Office / Retail	28,300 SF
5863 Transit Road	Retail	8,000 SF
C-III Asset Management 281 Meyer Road	Retail	59,000 SF
Lockport Professional Park	19 Building Office Park	81,400 SF



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