

## Owner

Information

## Asset Manager

Information

Assess the value creation potential

Preparation of the budget (together with PM & Accounting)

Budget comparison incl. reporting

Identifying vacancies and their marketing measures

Specifically addressing tenants to extend lease

## Accounting

Information

Accounting for

- Ongoing business transactions
- Security deposits
- Rental income

Preparation of the VAT declaration

Reporting to:

- Bank (rental income)
- AM (budget comparison)
- Owner (if desired)

Ordering the accounts and obtaining necessary access authorisations

## Property Manager

Information

Recording, reviewing and updating master data

- Tenants
- Spaces
- Allocation formula

IT: Property management software

Restructuring of service provider agreements

Operating cost optimisation

Preparation of budgets

## Technical PM Projekt Management

Information

Preparation of maintenance plan

Determining maintenance concepts

Reduction of possible maintenance backlog

Conversions

Separation of media

Tenant improvements

Certifications

Recording of technical equipment incl. optimisation potential