

# Asset Management

*on behalf of Third Parties*

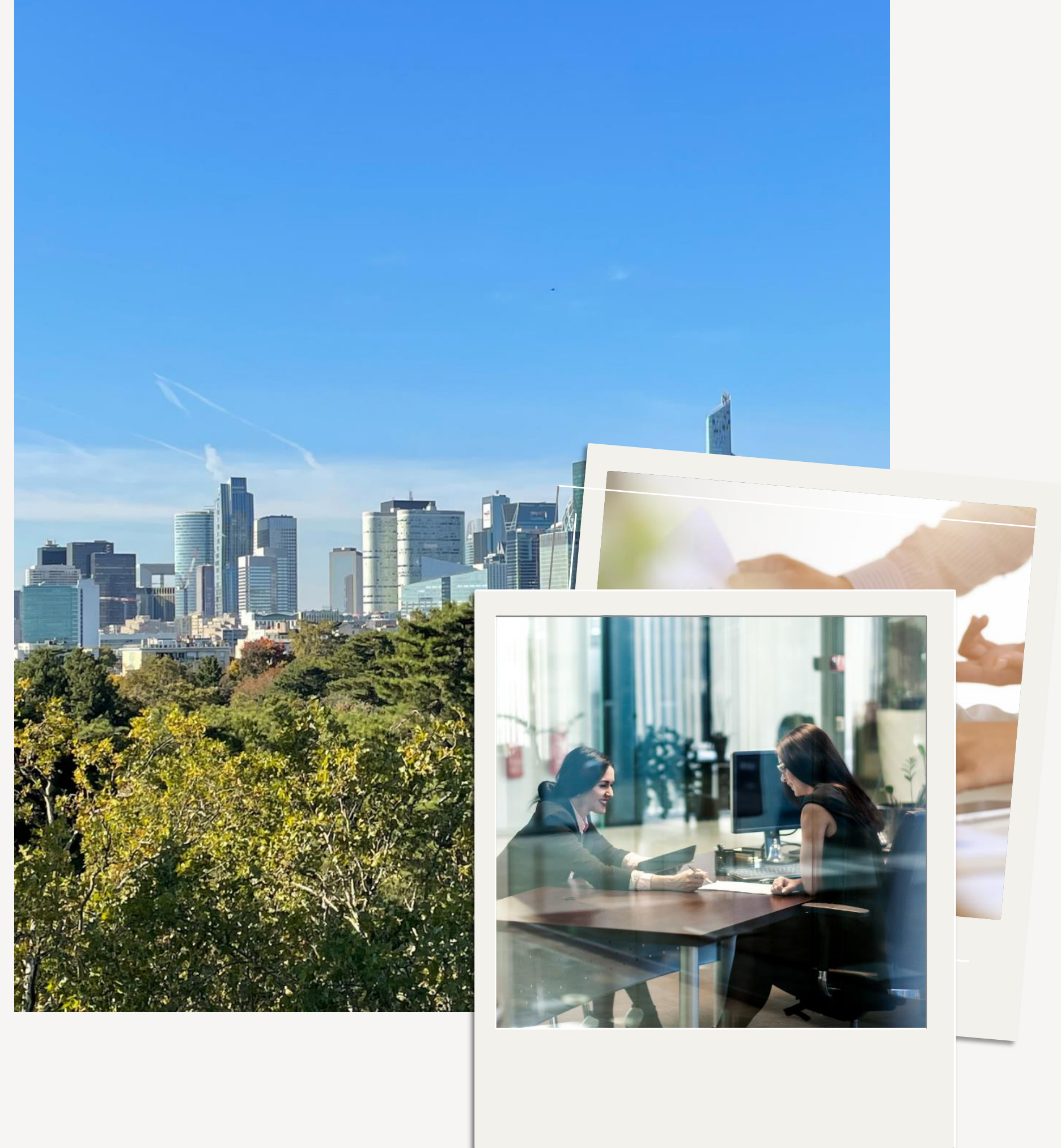
CONSULTING  
PROPERTY MANAGEMENT  
COMMERCIAL REAL ESTATE

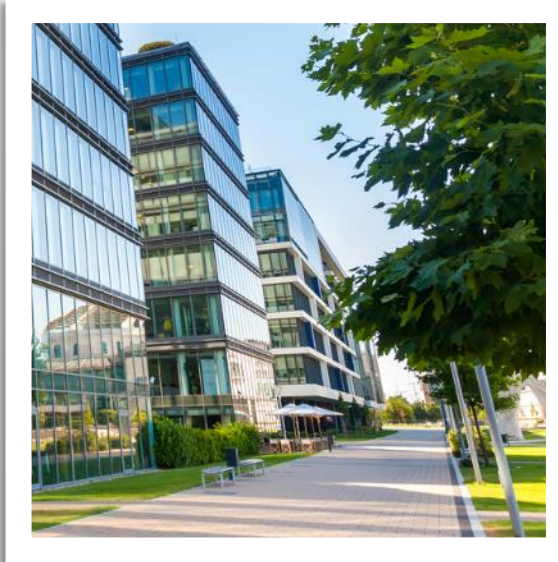
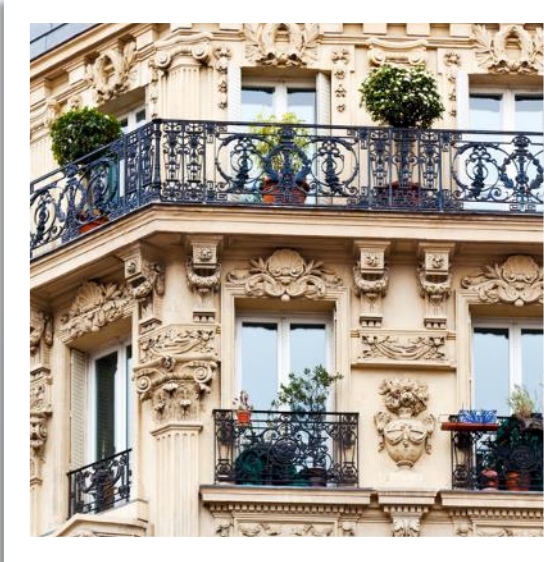
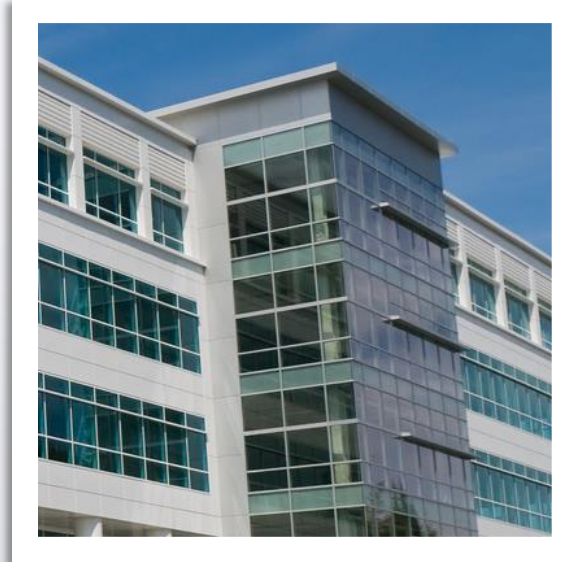


# APM IMM CO

*was conceived and created  
from an extensive experience and  
comprehensive understanding of the market :*

In order to enhance their assets, institutional and private investors need specialists with transversal skills in commercial real estate (office buildings, warehouses, retail facilities) and can demonstrate oversight and flexibility both in terms of the duration of missions and their content.





# APM IMM CO

*complement your team with Agility and proven Competence*

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Delivering  
and adapting  
to your needs  
and objectives

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Communication  
and reporting on  
a clear and regular  
basis

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Missions can be  
undertaken either  
as annual mandates  
or one-off missions

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Compliance with  
confidentiality  
requirements

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Professional  
certification card and  
appropriate financial  
guarantees

# Guidance and advice in marketing strategy

## Rental marketing

- Viewing of the property, recommendations for building works.
- Selection and consultation of agents, analysis and résumé of offers, drafting of the mandate.
- Managing and monitoring of agents, viewing undertaken and activity generated on the specific market.
- Appraisals of rental applications and recommendation for negotiation.
- Drafting of letter of intent, creation of the dossier for signature and negotiation of draft acts.
- Organization of the signing of the lease and the occupation by the tenant.

## Marketing for sales

- Viewing of the property. Preparation and presentation of a report based on information provided by the owner.
- Consultation with agents in order to obtain substantiated offers (latest comparable transactions and competing offers), analysis and proposal of final recommendation, proposed price, type of mandate and type of sale.
- Constitution of the data-room, participation in the negotiation of draft agreements and deeds of sale.
- Creation and management of unit-by-unit sales projects.

## Implementation and monitoring of marketing tools and new services

- Website, LinkedIn page, events, brochure, stickers, advertising boards.
- Implementation of new services with or without community manager.



# Management of relationships with tenants

## **Leasehold**

- Undertaking all types of negotiation with tenants and preparing corresponding draft documents.

## **Modification, re-negotiation of lease**

- Renewal, extension/reduction of surface area, search for successor
- Negotiation in the event of non-payment, dispute about facilities, charges, etc.

## **Managements of evictions**

- Management and negotiation of tenant evictions and monitoring until the premises are vacated.

## **Conflict resolution management**

- Management of unpaid rent, negotiation with tenants, implementation of initial recovery actions (formal notice, relations with bailiffs, seizures, etc..)
- Appointment of lawyers in the event of litigation.



# Implementation of restructuring projects and works



## **Restructuring projects**

- Assemble a team after evaluation successful tender result, implementation of missions in agreement with the owner, monitoring of the project implementation schedule until administrative authorizations are obtained and contracts signed.

## **Renovation works**

- Viewing of the property and recommendations in terms of improvement works (renovation of office spaces, halls and common areas), identification of the necessary works with the help of a BET (Building Technical Design Office).
- Analysis of environmental labels available for the property, call for tenders from assistance companies for the implementation of the Decret Tertiaire (Tertiary Decree requires tertiary buildings to reduce their energy consumption).

## **Coordination with relevant third parties**

- Co-ownership
- ASL ("Free Trade Union Association" is a management method concerning horizontal co-ownerships which allows co-owners to manage common areas in co-ownership, according to the collegial terms provided for in its statutes, and to enforce the specifications relating to this set of dwellings).
- AFUL ("Free Urban Land Association". is a free union association of owners, like the ASL, adapted to the urban environment).



# Property management

## **Administrative and financial management**

- Collecting rents and charges, recovery and monitoring of unpaid disputes
- Establishing the annual budget for current charges, optimization, regularization of charges due by tenants
- Maintaining rental and synoptic occupancy statements to date
- Relationships with tenants

## **Operational management**

- Management of routine interventions and disaster monitoring
- Monitoring of service contracts (execution, adequacy with needs, budgets ..)
- Occupancy and vacation of tenants

## **Works monitoring**

- Monitoring of renovation projects for all or part of the building (s)



# One-off missions

## **Acquisition audit**

- Analysis of data-rooms available via the notaries portal, drafting inquiries, provision of a report.
- Prior viewing of the property if possible.
- Consultation with a competent audit company for the technical audit.

## **Audit of the charges**

- Analysis of statements of charges, contracts and invoices, optimization recommendations and calls for tenders, drafting of specifications, analysis of proposals, comparisons and recommendations.



# About us

## Clarisse Martin-Morel

After 5 years of experience in residential real estate (co-ownership and rental management), I specialized in commercial real estate (Property Management then Asset Management).

12 years at LFPI REIM as an asset manager then director of asset management, enabled me to confront and resolve a wide range of real estate issues (rental marketing, arbitrations, legal and litigation, technical, restructuring...).

- Master's degree in Private Law
- Master's degree in Real Estate Services Management (ESAM)
- Master 246 from Dauphine University – Real Estate Management
- AMF certification obtained in 2019 (The AMF exam aims to verify that people performing certain functions have a common core of knowledge and skills essential to the exercise of their functions)



## APM IMM CO, 3 assistants

- 2 asset managers
- 1 building manager

# They trust us



**Novaxia**

**ROCHE  
DUBAR**  
Investisseur en immobilier d'entreprise

**Sofidy** 



# Thank you!



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