

AIG/LINCOLN

**We Know**  
**How Properties Work**



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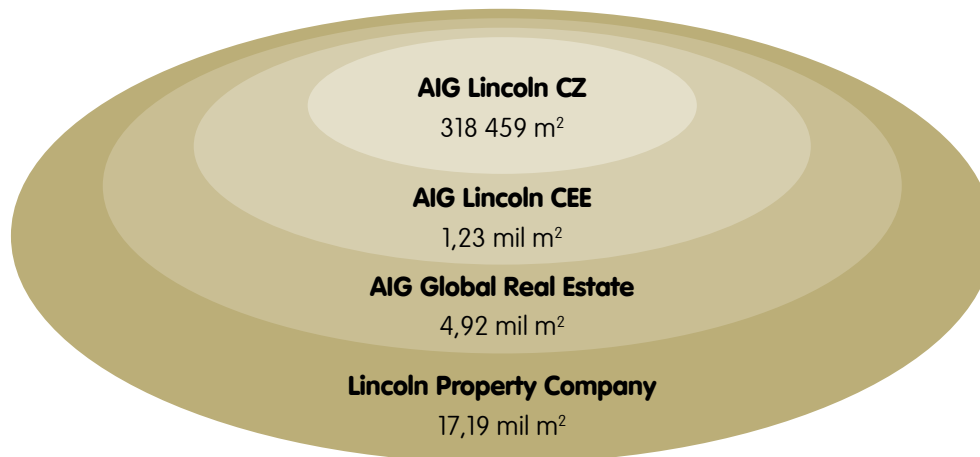




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## Company History

AIG Lincoln company was founded in 1997 as a strategic partnership between AIG Global Real Estate Investment Corporation and the Lincoln Property Company. The purpose of the company besides development is to provide **Asset and Property Management.**





## Our Portfolio



**Industrial**  
102 189 m<sup>2</sup>



**Offices**  
194 754 m<sup>2</sup>

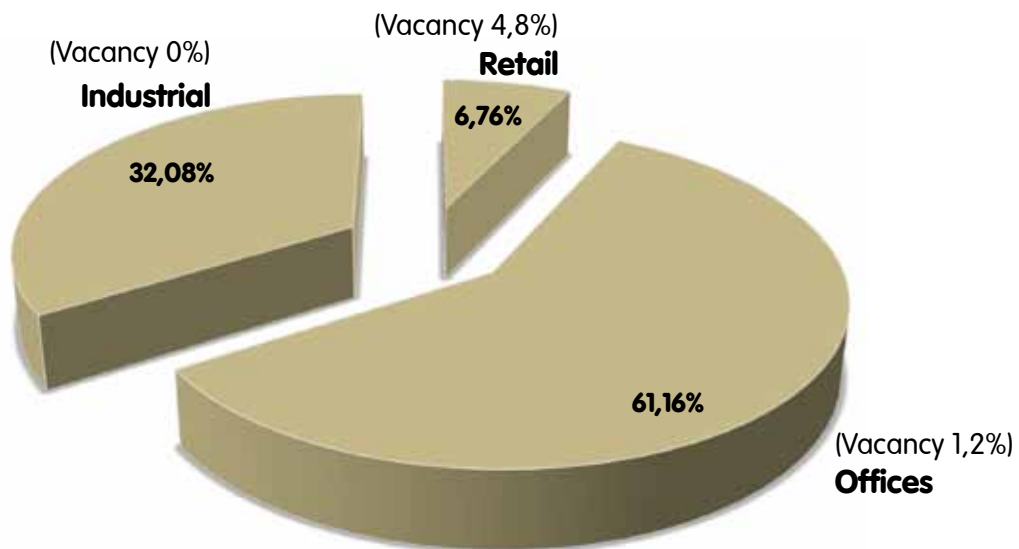


**Retail**  
21 516 m<sup>2</sup>



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## Industrial - Retail - Offices





## Organization Structure





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## Organization of Project Management







## **We Know Why. We Know How.**

- » We are focused on maximization of property value
- » We know what owners demand
- » We know what tenants request
- » We know what a potential tenant seeks
- » We search for additional sources of income for owners
- » We optimize property operations
- » We have experience as a developer and investor
- » We see value, where others see a building
- » We place emphasis on detailed plans, monthly control & analysis of its fulfilment
- » Our aim is long-term prosperity
- » Proactive approach in management
- » Long-term experience
- » Stable team



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## Property Management on the Level of Asset Management

- » Financial services
- » Operational services
- » Technical maintenance
- » Administrative support
- » Contract management
- » Legal support
- » Leasing
- » Marketing
- » Project management
- » Aquisition/Disposition suport
- » Consulting services
- » Procurement economies of scale
- » Energy Management



## Financial Services

- » Rent administration
- » Cash flow management
- » Invoicing of rent, service charges
- » Annual operating cost reconciliation
- » Recharge of direct costs
- » Optimizing of property's operating costs
- » Budgeting
- » Reporting
- » Analyses



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## Budget Preparation

- » Preparation of annual business plan
- » Rent projections
- » Budgeting of operating costs and tenant's contributions
- » Budgeting of other costs (capex, fit out, administrative costs, owner's costs)
- » Budget of the building
- » Budget of each tenant
- » Regular check of annual plan's fulfilment



## Reporting

- » Monthly / Quarterly / Annual
  - » Executive Summary
  - » Activity report
  - » Leasing report
  - » Rent rolls
  - » AR/AP
  - » Operating costs reports/forecasts
  - » Budget vs. actual, variance explanation
  - » Technical status of the building  
(revision, exceptional circumstances etc.)



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## Operational Services

- » Cleaning
- » Security
- » Tenant's services
- » Parking area maintenance
- » Landscaping / Grounds maintenance
- » Environmental management
- » Regular tenders
- » 24/7 emergency services

## Technical Maintenance

- » Technical building maintenance
- » Providing all required revisions and inspections
- » Energy Management
- » Warranty maintenance



## Administrative Support

- » Creation and update of digital document archive
- » Insurance administration
- » Archiving
- » Representation in dealing with authorities
- » **Administration of lease agreements**
  - » preparation
  - » contracts structuring / negotiation / rent maximization
  - » rent indexation
  - » guarantees
  - » control of contract fulfilment
  - » amendments
  - » terminations
- » **Administration of service agreements**
  - » preparation
  - » control of fulfilment
  - » administration



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## Legal Support

- » Preparation of contracts
- » Coordination with external attorneys
- » Guarantees
- » Easements

## Leasing

- » Contract negotiations
- » Leasing strategies
- » Regular market analysis

## Marketing

- » Marketing strategies
- » Promotion of property
- » Activities for tenants





## Project Management

- » Preparation of construction budgets
- » Planning of construction schedule
- » Tendering
- » Building supervision
- » Relocation
- » Space planning
- » Fit-out
- » Cooperation with architects
- » Cooperation with authorities

## Acquisition / Disposition Support

- » Technical due diligence
- » Strategic advice
- » Data room
- » Marketing materials



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## Software Support

Help desk



[www.lincs.cz](http://www.lincs.cz)

## Property Software







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## Our Clients

- » Aberdeen Immobilien
- » ČSOB
- » AIRE
- » AIG Lincoln
- » DEKA Immobilien
- » IRELANDIA
- » IVG
- » Signa Property Funds



PwC BusinessCommunityCenter



## Projects under AIG Lincoln CZ Property Management





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## Projects under AIG Lincoln CZ Property Management



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