

MISLITI UNAPRIJED

PENSARE AVANTI



THINKING AHEAD

VORAUSS DENKEN



PARTNERSHIP



PROGRESS



RESPONSIBILITY

DEVELOPMENT AND PROJECT MANAGEMENT SERVICES**Due Diligence**

In the acquisition phase of the project site or project we recommended to conduct the analysis of the location or conduct due diligence of the project, which could be decisive for further decisions concerning the location or project. We are conducting a full scale technical and legal due diligence.

Location Development

Develops the basis for the development of masterplan. Under Location development primarily a location consisting of more land plots whose development reflects the wider area is being developed. In our development we are managing all topics of construction and environmental legislative. Output is feasibility study and masterplan.

Project Development

Develops individual land plots or units. Output of project development is an optimal usage concept, spatial and functional program, feasibility study and analysis of project.

Preparation of the project and obtaining of the permits

Includes all activities necessary for the process of ev. needed change of urban planning and coordination of preparation and confirmation of detailed urban plans, obtaining permits necessary for the approval of construction, it also includes coordination of services related to the design, environmental studies and applications, permit process and performance of infrastructure.

Project Management

Project management service allows Investor to delegate all of complexity and burden of project to a professional team led by the referenced project leader, from us nominated head of project. In scale of defined budget and milestones for Investor the project is being managed. Under the scope of work of this service we conduct Project Stearing. A special part of the services is Construction Management.

Investor Representation

Encompass all of modules offered. Primarily includes the integration of all services and performance of project management through the defined cycle of project or the entire project. Our expert team and our appointed head of project on behalf of the investor overtakes all the necessary discussions, negotiations and activities, and it thus represents investor and his interests.

Tenant Coordination

In process of leasing in respect to technical questions, in process of planning or constructing we coordinate the interests of the landlord and the ones of tenants. Outcome is optimized planning or construction with all of tenants requirements harmonized with the landlord's provisions.

ASSET MANAGEMENT

Recording existing stock and analysing the current situation

Systematically gather all data for the properties in the portfolio. Aggregate property data at portfolio level. Assist in the definition of a portfolio objectives structure with quantitative and qualitative portfolio planning. Develop and implement measures for achieving the portfolio objectives structure (transactions, project developments, CAPEX, budgeting and budget allocation). Establishing the valuation methodology.

Risk Management

Identify risks at both property and portfolio levels on an ongoing basis. Regularly analyze and manage risks identified (risk monitoring). Develop and implement countermeasures to minimize and avoid risks.

Research

Continuously and systematically record relevant data at both property and portfolio levels: general property market data, economic data (economic activity, inflation, capital market data), legal conditions, taxation conditions, finance conditions.

Reporting / Accounting

Define and create standard reports as well as the monthly, quarterly, six-monthly or annual reporting intervals. Calculate ROI for the properties. Create visual representations of the primary reporting figures. Create special reports, ad-hoc reports as required. Create / Update financial plan.

Portfolio Management

Determine the current market value using a variety of methods. Analyze portfolio (cash-flow, scoring, segmentation and scenarios etc.). Evaluate portfolio. Calculate profitability. Work out alternative approaches. Increase value of property through alternative forms of use. Risk assessments. Make suggestions regarding portfolio optimization and support their implementation.

Financing and re-financing of the portfolio

Drafting of a financing concept, identification of financing possibilities. Addressing potential financial institutions and equity partners.

PROPERTY MANAGEMENT**Tenancy agreements**

Services regarding all tenant connected problems, issues and contract regulated obligations. We cover all possible issues connected with tenants for client.

Property contracts

Gather all property details Keep property files with all contract and plan documentation as well as correspondence. Drafting a catalogue of needs and contracts with sub-providers of technical services.

Billing of rent, operating costs and additional charges

Create and dispatch invoices for rent, operating costs and additional charges to tenant. Make billing documentation and information available to tenant. Statement of operating costs and additional charges for completed billing periods as well as annual bill.

Late payments and collection

Services regarding late payments of issued invoices. Management of reminders and collection inforcement procedures.

Insurance

Managing the insurance plan, revision of insurance coverage of a property. Revision of tenants insurances. Handling and management of incidents and claims.

Budgeting and business planning

Create a budget differentiated according to recoverable and non-recoverable operating costs. Budget the expected rental income for the managed property. Balance the budgeted values with the actual costs and income.

Reporting

Creating reports tailored to customers needs. Account statements, overviews, tenant details, sums owned etc. Every specific report delivered in customer demanded format and frequency.

Ongoing monitoring of technical and infrastructural management

Management of all sub-providers of technical building management related services for the preservation and maintenance of quality.

LETTING / LEASING OF PREMISES

We manage for customer whole letting procedure. Development of sustainable tenant mix with brands and branches, drafting of a tenancy agreement, evaluation of rental income, cash-flow prognosis. Initiating contacts and presentation. Negotiations of lease terms. Preparation and negotiation of lease agreements. Bilingual agreements preparation. Technical specifications revision and adaptation.

CENTRE MANAGEMENT

Centre operator concept, drafting of a house rules, tenant relations. Representation internal and external. Mall management, foot-fall and income optimization. Constant positioning management, evaluation of potentials. Risk management.

MARKETING MANAGEMENT

Development of a marketing concept. PR and marketing relations. Catalogue of measurements. SWAT analysis. External representation in respect to PR. Measures of positioning, constant evaluation of the perspectives and marketing strength. Administration of marketing community in a shopping centre.

WORK FLOWS

Our services which we deliver as service provider are divided into Modules of services which consist from packages of services specific to certain project or investment phase.

In every project we are engaged to work on we at first make for us a deep screening of a project and present processes followed by a structured organization and define the tools and processes needed.

Our services are always conducted in a team of experts which is led by an appointed head of project. Head of project reports to client and surveys all internal processes in our work-flow on a project.

Before start of works on project together with our client we define time-schedule, milestones, budget, reporting and team of experts which will be engaged to project. With our client we define the coordination measures such as reporting and a coordination meeting which is done in form and time as agreed with our client. We deliver modes of our reporting to our client for approval before we start work on project. Our work processes are always prepared and done bilingual.

REFERENCES:**F.O. / DEVELOPMENT**

Rewe • KID Kranjska investicijska Druzba • Aldi / Hofer • RHI
Swedspan / INGKA Holding • Braunsberger Holding • Grading
Retail and Logistics Zone Karlovac • VLog • MD Profil • Prima Aqua
West Gate • Retail Park Gospic • Grading • City Point Varazdin
Law office Frimmel and Anetter • City Colosseum Slavonski Brod

F.O. / ASSET

City Colosseum Slavonski Brod • City Point Varazdin
Braunsberger Holding • D/C Development / Construction
Bilfinger HSG & Bilfinger Real Estate

F.O. / ASSET

F.O. Development since 2001 delivers international and regional experience on field of project development and management in real-estate. Our team derives from most renowned realized projects in Croatia, as well from our long year investment activities. In cooperation with renowned architecture and planning offices we develop, survey, consult and manage real-estate. Our expert team consists of experts in field of construction, law, economics and architecture. As service provider we came to the market as a branch of our investments team.

In years of working on projects we adopted international modes in our work-flow and processes, and where needed adapted them to local work processes and legislative. In our work we are often advised from renowned experts in fields of legislative, construction and architecture. Together with them we are constantly improving our work processes to give our clients and the projects we are managing the best optimized structure and work-flow.

We are a founding member of Croatian Developers Association under Croatian Employers Association and our Managing Partner Denis Cupic conducts the function of President in the association. Our association unites all the major developers and investors in Croatia and allows us to address the stakeholders on matters important to our activities.

We are member of Economic-Social Council of Republic of Croatia (GSV) and thus an active partner in processes of legislation making as well as changes to the present provisions.

Our expert knowledge was awarded 2009 Annual Award City of Zapresic for Development and Construction Management of infrastructure in and to the zone of Shopping city Zagreb.

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