COMMERCIAL PROPERTY MANAGEMENT / 01

MAP PROPERTY AND OPERATING CONTEXT

Describe the operating context without addresses, tenant names, credentials, lease copies or financial records.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Property A / type-use mix / no address

Owner objectives / requested management boundary

Occupant or tenant group categories / no names

Lease or occupancy responsibility questions / adviser confirms

Common areas / building systems / vendor categories

Operating hours / access / communication constraints

Preparation only. Confirm scope and terms with the professional.

COMMERCIAL PROPERTY MANAGEMENT / 02

DEFINE MANAGEMENT RESPONSIBILITIES

Ask the provider to place included, excluded and shared responsibilities in writing.

Management / leasing / renewal boundary

Work-request triage / approvals / after-hours roles

Vendor onboarding / scope / document routing

Tenant-owner communication / notice-record roles

Inspection / record / reporting cadence

Continuity / termination / transition responsibilities

Preparation only. Confirm scope and terms with the professional.

COMMERCIAL PROPERTY MANAGEMENT / 03

CHECK PROPOSAL READINESS

Tick what is organized. These checks do not approve a lease, procedure, vendor or operating decision.

- [ ] Every provider receives the same non-sensitive property brief
- [ ] Private tenant, access, lease and financial records stay outside this sheet
- [ ] Owner, manager, tenant-facing and vendor roles are visible
- [ ] Work-request, approval and after-hours routing are described
- [ ] Vendor onboarding and documentation responsibilities are written
- [ ] Communication records and reporting cadence are explicit
- [ ] Continuity, termination and transition roles are assigned
- [ ] Professional and legal decisions remain with qualified people

Open property, lease or authority question / owner

Unassigned tenant, vendor or work-order responsibility

Missing report, record, exclusion or transition detail

Preparation only. Confirm scope and terms with the professional.

COMMERCIAL PROPERTY MANAGEMENT / 04

QUESTIONS FOR THE PROPERTY MANAGER

Record the answer and where it appears in the proposal or supporting documents.

Context: how will you confirm property mix and responsibilities?

Scope: which owner, manager and tenant-facing duties are included?

Workflow: how are requests, approvals, vendors and after-hours routing handled?

Reporting: what records, inspections and recurring reports are included?

Onboarding: which systems, documents and responsible roles are needed?

Handoff: how are continuity, termination, exports and transition managed?

Preparation only. Confirm scope and terms with the professional.

COMMERCIAL PROPERTY MANAGEMENT / 05

COMPARE THE SAME PROPERTY BRIEF

Use Provider A and B. Clarify unlike responsibility, reporting or transition assumptions before comparing proposals.

Provider A / B / proposal dates / shared Property A brief

Management, tenant-facing and approval responsibilities - A / B

Vendor workflow, communication and reporting - A / B

Onboarding, continuity, transition and exclusions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Property Management request. Share a non-sensitive commercial-property brief so participating pros can compete with proposals. Compare responsibility boundaries, vendor workflow, communication, reporting, transition support, exclusions and fit. A private property, lease, records and qualified-adviser review may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private property, lease, records and qualified-adviser review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/property-management/commercial-properties

ENERGY STAR: Operation and Maintenance Service Contracts (official reference)

U.S. General Services Administration: Building operations and maintenance services (official reference)

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