



RESUME &
PORTFOLIO
2023

FIRST,

THANK YOU

FOR CONSIDERING US!

The history of BRC Multifamily Management in Denver dates back to 2008. We have successfully worked with many of our clients to support their acquisition, management, and disposition of multifamily assets. Our team works hard to provide each of our valued clients with unmatched service and dedication. Our success is rooted in our people who demonstrate our company values of professionalism, integrity, and courtesy in all they do.

I hope you feel my sincerity when I state you will not find a better management team to care for your company's investments. Our team sacrifices evenings, nights, weekends, and holidays to address emergencies and service our valued tenants. They do it without complaint. They do it because they genuinely care. While we are not perfect, I am very proud of our team and appreciate your giving me the opportunity to boast.

Michael Bright
President



CONTENT

ABOUT US	1
REFERENCES	4
OUR SERVICES	5
OUR TEAM	7

PROFESSIONALISM

INTEGRITY

COURTESY

WE BUILD

TRUST



Since our inception, BRC Real Estate has grown significantly through an ever-changing real estate market. Our focus is on building relationships. To accomplish this, our team is accessible, operates with integrity, and goes above and beyond to provide quality customer service.

WHAT WE DO



PROPERTY EXPERIENCE

BRC's Management has experience with A, B, and C class properties ranging from 9 to 265 units. From staffed on-site managers to properties managed remotely, we handle it all.



DENVER METRO & THE FRONT RANGE

Properties managed by BRC are located throughout the Denver Metro area. The majority of our current portfolio is located in the Littleton, Lakewood, Wheat Ridge, Golden, Arvada, and Denver areas. This creates great synergy to easily refer prospective tenants to other properties when no vacancy exists.



TURN & REHAB PLAN

Most of our "turn" work is done by our maintenance personnel. If the work requires a certain specialty, we have a list of dependable contractors we trust to provide the service needed in a timely manner and with the highest quality service. If the plan is to rehab during a systematic turn, our maintenance crew is extremely qualified to complete the job but will utilize contract support if required. We maintain all W9, insurance, and bonding certificates of outside contractors and update this information annually. We have overseen the rehab of many properties and have worked successfully with outside contractors to ensure their work is of the highest quality and stays on budget. We work closely with you throughout the process to ensure your satisfaction.

WHO WE ARE

99

PROPERTIES

2,119

UNITS

51

EMPLOYEES

STAFFING PLAN

BRC has organized its staff to work in a team environment. Each manager is supported by their own dedicated administrative assistant, leasing assistant, maintenance supervisor, and a team of maintenance technicians to handle every detail of the properties they manage. They also enjoy the support of the executive and accounting teams.

REFERENCES



MADISON REALTY INVESTORS

Bill Evans

303.951.5025

SCHOFIELD PROPERTIES

Brian Grimm

720.323.7260

BAUM PROPERTIES

Jeff & Carly Baum

451.497.8609

ARBOR CARPET

Steve Morris

303.246.7766

POWER APARTMENT LEASING & MARKETING

Karen Gladney

720.312.3796

NORTHPEAK COMMERCIAL ADVISORS

Scott Fetter

303.962.9564

NINTH SQUARE REAL ESTATE

Ethan Coleman

203.824.7790

COPPER MECHANICAL

Darla Scott

720.799.6537

PINNACLE REAL ESTATE

ADVISORS, LLC

Robert Lawson

970.946.9365

HELPING YOU MANAGE

SUCCESSFULLY



Managing rental properties is not easy. It can be overwhelming to do it all - maintenance, tenant requests, leasing, and more. We are here to help.

ON-SITE RESPONSIBILITIES

- Recruit, investigate, and hire insured maintenance contractors necessary to operate and maintain the property with the owner's approval.
- Make minor repairs promptly to prevent any further damage or problems for the owners.
- Keep complete service records to include in maintenance logs that record all tasks and follow-ups. These maintenance logs will be included in the monthly reports.
- File any insurance claims and repair any damage on property as a result of a claim.
- Prepare apartments for new residents.
- Inspect apartments upon move-out and prepare resident security deposit disposition.
- Semi-annual unit inspections for the purpose of unreported maintenance items, changing batteries in smoke/carbon-monoxide detectors, lease violations, etc.

MANAGEMENT SERVICES

What we do best



GENERATE REPORTS

We report monthly on:

- Rental Activities
- Occupancy Reports
- Maintenance Status
- Leasing
- Financials and Manager Summaries



MANAGER SOFTWARE

We utilize the Appfolio software for instant access to tenant ledgers, maintenance requests, accounting details, and marketing efforts. This management software systematically and automatically updates unit availability on our website, Craigslist, as well as over 60 rental websites.



ADMINISTRATIVE REPORTS

- Availability during regular office hours for general inquiries
- Emergency on-call, 7 days a week, 24 hours a day
- Delinquent accounts
 - Work with owner to charge late fees on all past-due accounts according to lease agreement
 - Oversee delivery of 10-day demand for payment and initiate eviction procedure
 - Follow up with physical eviction, if necessary



LEASING & TENANT RETENTION / MARKETING

- Marketing - can include internet marketing, signage, logo creation (with owner approval)
- Shop competition to keep abreast of area market trends, rents, and amenities
- Show and lease apartments
- Prepare leases
- Notify residents of lease expirations and offer renewals



PREPARE ANNUAL BUDGET

- Meet with owners to discuss goals for the upcoming year and evaluate previous year's performance
- Obtain bids from vendors for maintenance contracts and capital expenses
- Coordinate financial information for annual tax prep by owner's representative
- Review and update capital projections



CAPITAL IMPROVEMENT & RESERVE FUNDING

BRC has in-depth experience in providing reserve studies. We provide our owners with a recommended list of capital improvements over a five-year period and follow their lead on allocating reserves.

OUR TEAM

EXECUTIVE MANAGEMENT TEAM



MICHAEL BRIGHT

President

Mike has worked in the multifamily industry since 2008 and currently directs the Multifamily leadership team to achieve the goals of each valued customer. He further directs the growth and development of BRC's Maintenance Division, created to provide quality service for properties managed by BRC.



KENDRA WHITE

Director of Operations

Kendra has been with BRC since its inception and is a professional in this industry. Kendra keeps her fingers on the pulse of the market trends and supports each management team with her fluid knowledge. She loves to tour properties our clients are looking to purchase and provides key data for clients to make informed decisions.



NATALIE SWISHER

Accounting Manager

Natalie is the head of the accounting department. She manages a staff of three that together provide financial reporting, rent collection, and bill payment for each property BRC manages. Natalie also handles all the corporate books for BRC. She is highly skilled with tremendous attention to detail.

OUR TEAM

PROPERTY MANAGEMENT TEAM



JULIAN CASTANEDA
Portfolio Manager



KAYLA DAWES
Portfolio Manager



AMANDA GRUBHAM
Portfolio Manager



MITCHELL GRIMM
Property Manager



DEANNE BLACKWELL
Property Manager



GINGER TACKMAN
On-Site Portfolio Manager



AJ VELASQUEZ
Property Manager



KALEIGH MORTON
Leasing Admin



ANITA NEIMES
Leasing Admin



ALEXANDRA MCGILL
Leasing Admin



ALYSSA WAHR
Leasing Manager



SOPHIE CARLIN
Administrative Assistant



BELEM MORENO
Administrative Assistant



SHAUNNA PERKINS
Administrative Assistant



JACKIE THEBARGA
Administrative Assistant



BLAKE KNUDSEN
Administrative Assistant

OUR TEAM

PROPERTY MANAGEMENT TEAM



MARCIE NEIMES
Transaction Manager

ACCOUNTING TEAM



ARLENE CHAMBERS
Accounting Clerk



JAKE GUGGENMOS
Accounting Assistant



ANTONIA SANCHEZ
Accounting Assistant

MAINTENANCE



JIMMY CLAUSSEN
Maintenance Manager



SCOTT HUSSER
Maintenance Manager



JOSE GALLEGOS
Maintenance Manager



SARAHY CHACON
Maintenance Admin
Coordinator

And a maintenance staff of 25 and growing!



BRC MULTIFAMILY MANAGEMENT

8000 W 14th Avenue
Lakewood, CO 80124

303.495.2212
www.brcmultifamily.com

