

Your Property. Your Goals. Our Blueprint.

GREATER HOUSTON & SURROUNDING AREAS

WHO WE ARE

Commercial property management built on *trust & results.*

At Olivewood Management, we understand the unique demands of commercial property ownership in the Greater Houston area. With over six years of experience in commercial property management and a proven track record running a successful commercial maintenance operation, we bring a rare combination: we understand your asset physically, and we understand it financially.

We don't apply a standard template to every property. We engineer a management plan specifically calibrated to your building's physical requirements and your long-term investment objectives. Whether you're a local owner with a single strip center or an out-of-state investor managing a Houston portfolio remotely, we are your boots on the ground.

WHY OLIVEWOOD

- ✓ 6+ Years of Houston Commercial Market Experience
- ✓ Certified Property Management Team
- ✓ In-House Maintenance Crew — Faster Response, Consistent Quality
- ✓ In-House Certified Bookkeeping — Accurate, On-Time Financial Reporting
- ✓ Custom Management Plans for Every Asset and Portfolio
- ✓ Proprietary Technology Platform — Owner & Tenant Portals
- ✓ Integration with Yardi and AppFolio
- ✓ Global Facilities Maintenance Contracts
- ✓ Transparent Reporting — Owners Choose the Metrics That Matter

OUR COMMITMENT

What sets us apart *from day one.*

- ✓ Single point of contact for all property needs
- ✓ 24/7 emergency on-call coverage
- ✓ Detailed monthly financial reporting
- ✓ Proactive site inspections — not reactive
- ✓ Competitive vendor bidding on every project
- ✓ NOI-focused operational strategy
- ✓ Tenant retention programs that drive renewals
- ✓ Fully licensed, insured & compliant

Ready to talk about *your property?*

281-652-5403 · Info@OlivewoodManagement.com
olivewoodmanagement.com

WHAT WE DO

A complete platform for commercial property performance.

Proactive Property Management

Regular site inspections, annual budget assistance, tenant move-out coordination, and 24/7 on-call maintenance — keeping your asset running before problems arise.

Vendor Management

Meticulous oversight of all third-party vendors: performance monitoring, work verification, documentation management, and competitive bidding to protect your budget.

Emergency, Security & Life Safety

First point of contact for critical systems. Regular inspections of life safety systems, active relationships with local law enforcement, and consistent property lighting audits.

Tenant Relations

Prompt responses to tenant requests, lease adherence monitoring, collections assistance, and proactive relationship management that drives renewals.

Facilities Maintenance Contracts

Tailored preventive and full-service maintenance programs that keep assets performing, extend their life, and protect NOI year-round.

Property Accounting & Finance

Detailed bookkeeping and comprehensive monthly financial reports, giving you a clear, accurate picture of your property's performance at all times.

Tax Reduction Counsel

Strategic tax planning to maximize returns, optimize deductions, and streamline your investment structure for lasting fiscal efficiency.

New Tenant Coordination

Full oversight of tenant construction, document review, smooth move-in management, and pay request processing.

Investment Counseling

First-hand guidance on underwriting, proforma development, syndications, and capital raises. We speak investor — not just operator.

CALL US

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EMAIL US

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ONLINE

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