

# Property services

Middle East



Our clients come to Cluttons because of the firm's reputation; they stay because they receive a quality and style of personal service and trust that they cannot find elsewhere.



Established in the UK in 1765 and present in the Middle East since 1976



Financial Towers, Bahrain  
Letting agent

## Transaction services

### Commercial leasing

'Successful marketing of the property to achieve the highest level of occupancy.'

- The complete organisation of all marketing materials, activities and strategies
- Co-ordinated as necessary through our network of Middle East offices
- Professional advice on the presentation and pricing of developments
- Consideration of all factors leading to successful property returns
- The provision of appropriate leasing packages for the property
- Full service from initial viewing through to finalisation of lease documentation
- Overall aim to secure the best tenants on the most attractive rental terms

### Residential sales and leasing

'Successfully achieving the maximum sale or rental price in the prevailing market conditions.'

- Advice on the marketing or letting of property
- Use of Cluttons' Middle East, United Kingdom, European and South African contacts of potential purchasers or tenants
- Professional advice on the presentation and pricing of properties
- Ability to handle sales or lettings in the Middle East, United Kingdom, Europe and South Africa
- Recognition of likely buyers or tenants by origin and country
- Provision of mortgage finance through Cluttons Private Finance
- Preparation of brochures, advertising and help with media commentary
- Sales and leasing agents for premier developers throughout the Gulf
- Leasing and property management for landlords and investors

### International sales

'Comprehensive advice to clients on the suitability of a property or development as an investment.'

- Advice includes comments on property value, positive and negative features, and risk factors
- Appraisal of other criteria in line with client's requirements
- Ability to cover all Middle East markets together with the United Kingdom and other international markets
- Commercial, retail, industrial, and residential sectors covered



Almoayyed Tower, Bahrain  
Managing agent

## Asset services

### Property and portfolio management

'Professional pro-active management enhancing the long term value of clients' property investments.'

- 30 years of Middle East property management experience
- Rent collection and the achievement of full income flow
- Management covers all aspects of tenant and lease administration
- Service also includes the supervision and control of all maintenance, security, cleaning and other services
- Comprehensive reporting and accountability to property owners
- The implementation of state-of-the-art computer programmes for property management and financial services
- Businesslike but friendly relationships with occupiers
- Strong budgetary procedures

### Project co-ordination

'Ensuring the client receives the project he desires on time, on budget and to the highest standard.'

- One-stop point of contact
- Offering a multi-disciplined background including agency, property management, building surveying and architecture
- Fully qualified and highly experienced staff
- Comprehensive service including project monitoring, refurbishments and planned maintenance
- Space planning to maximise the efficient use of existing buildings
- Surveys and appraisals of land and buildings

### Facilities management

'Total management of a facility to maximise income and efficiency and to enhance performance both short and long term.'

- Property management
- Business operations and relocation
- Business support
- Health and safety
- Outsourcing of services
- Operations including security, cleaning and maintenance
- Support functions

### Corporate property services

'Providing professional advice to corporate clients, enabling them to maximise the use of their property holdings and to restructure where necessary.'

- Strategic planning and advice
- Analysis of business needs and requirements
- Reviewing current property portfolio
- Identifying all areas where improvements can be made and benefits gained
- Advice on the disposal of properties surplus to requirements
- Assistance in locating and acquiring new properties
- Advice on rent reviews and lease renewals



Kingdom Centre, Riyadh  
Facilities management consultancy

## Valuation & research services

### International valuations and appraisals

'The provision of high quality valuation reports with a reputation throughout the region for accuracy and independence.'

- All reports prepared to internationally accepted standards in accordance with the guidelines of the Royal Institution of Chartered Surveyors
- Senior valuation staff with the most extensive Middle East valuation experience
- All valuations are market-based with information available from our market exposure
- Reports undertaken for a wide range of purposes including bank loans, balance sheet, inheritance, sales and purchases and stock market flotations
- Cluttons' valuation reports accepted by local and international banks operating in the Middle East
- Valuation advice provided in respect of properties in over 80 countries in North Africa, the Middle East, Asia and the Pacific

### Development consultancy and feasibility reports

'Ensuring that proposed developments are suited to the market and quickly achieve high investment value.'

- Tailored market research
- Matched to detailed market sector knowledge
- Consultation with architects and other consultants
- Economic analysis of proposed projects
- Income and expenditure reports
- Full report on development returns
- Reports used as basis for project funding
- Knowledge of country and regional property markets
- Best use studies

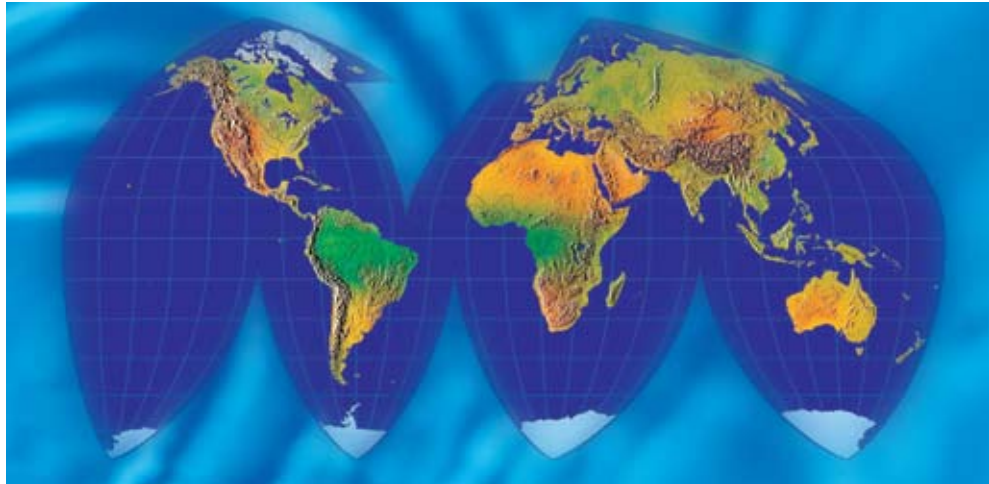
### Market research

'Drawing on our expertise to provide detailed and accurate market information to meet the exact requirements of our clients.'

- Reports tailored to provide the information required for the client's decision making process
- Additional research undertaken to supplement our available database of information
- Our unique network of offices means that information can be provided on a regional basis with access to significant comparable information
- Based on 30 years' regional experience, market characteristics, trends and future prospects information available
- Access to local sources of non-published information



## Cluttons' Middle East offices...



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