



EC Property Managers

OWNER WELCOME PACKAGE · KATHY LANE BUSINESS PARK · CYPRESS, TX

Your warehouse is ready. Now put it to work.

What happens after delivery, who does what, and how EC Property Managers turns your unit into predictable monthly income.

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Getting started

From shell building to passive income

You have the keys to a brand-new shell. Between today and your first rent deposit there are four phases, each led by a specialist on your team.

1

Tenant acquisition BROKERAGE

Your broker lists the building, runs tours, negotiates the letter of intent with its TI allowance, and closes the executed lease.

LED BY CLARK GAINES · BROKER

2

Tenant improvements CONSTRUCTION

The builder designs your tenant's office and warehouse split, pulls the permits, and builds it out to a certificate of occupancy.

LED BY SMART INVESTMENTS · BUILDER

CERTIFICATE OF OCCUPANCY ISSUED

EC Property Managers takes it from here.

3

Operations and maintenance MANAGEMENT

We onboard your tenant to the platform, run the rent and NNN collection calendar, and handle interior repairs and tenant support.

EC PROPERTY MANAGERS

4

Financial distribution THE PAYOUT

Bills are paid, statements are issued, and your net income arrives every month. You choose how the money flows; page 6 shows both options.

EC PROPERTY MANAGERS

* Phases 1 and 2 can swap order: building a unit out before touring often leases it faster.

Five roles, one team

Every player at Kathy Lane Business Park has one clear job. Here is the whole cast, and where we fit.

THE OWNER

You

You hold the asset and receive the net monthly income. Every decision above the day-to-day stays yours.

BROKER

Clark Gaines Properties

Markets the building and negotiates every lease on your behalf.

+1 (713) 322-2200

BUILDER

SMART Investments

Transforms the raw shell into a finished office and warehouse space.

+1 (832) 943-3830

POA MANAGER

EDM Property Services

Exterior curb appeal, parking lots, and common-area lighting.

+1 (713) 878-2964



THE MANAGER

EC Property Managers

Everything between your tenant and your bank account: the owner platform, rent and NNN collection, interior repairs, and your monthly statement. The rest of this package is about what we do for you.

Clear lines. Leasing belongs to your broker. The exterior belongs to the POA. We manage everything inside your walls and coordinate with both, so you never have to chase three phone numbers.



Management, end to end

From the day your tenant gets the keys, four workstreams run continuously under one roof.

WORKSTREAM A

Tenant onboarding

Portal accounts, move-in coordination, and the full rent and NNN billing schedule set up from day one, so the first month runs as smoothly as the fiftieth.

WORKSTREAM B

Rent and NNN collection

Invoicing, due dates, and follow-up on the triple-net charges: taxes, insurance, and common-area costs. Every payment runs through the platform, on the record.

WORKSTREAM C

Repairs and support

Interior HVAC, plumbing, and electrical. Your tenant reports the issue in the portal; we dispatch the vendor, track the work, and close the loop with photos and invoices.

WORKSTREAM D

Owner reporting

A monthly statement with income, expenses, and every document behind them: leases, invoices, and receipts in one place. No surprises at tax time.

Your tenant calls us. Not you.

One number for the tenant, one dashboard for you. That is the whole point of professional management.



One login for your whole investment

Your owner dashboard shows the live state of your unit: money, maintenance, and documents. Always current, from any device.

Live rent status

See what has been collected and what is due, the moment it happens.

Maintenance in the open

Every request with photos, vendor, cost, and resolution date.

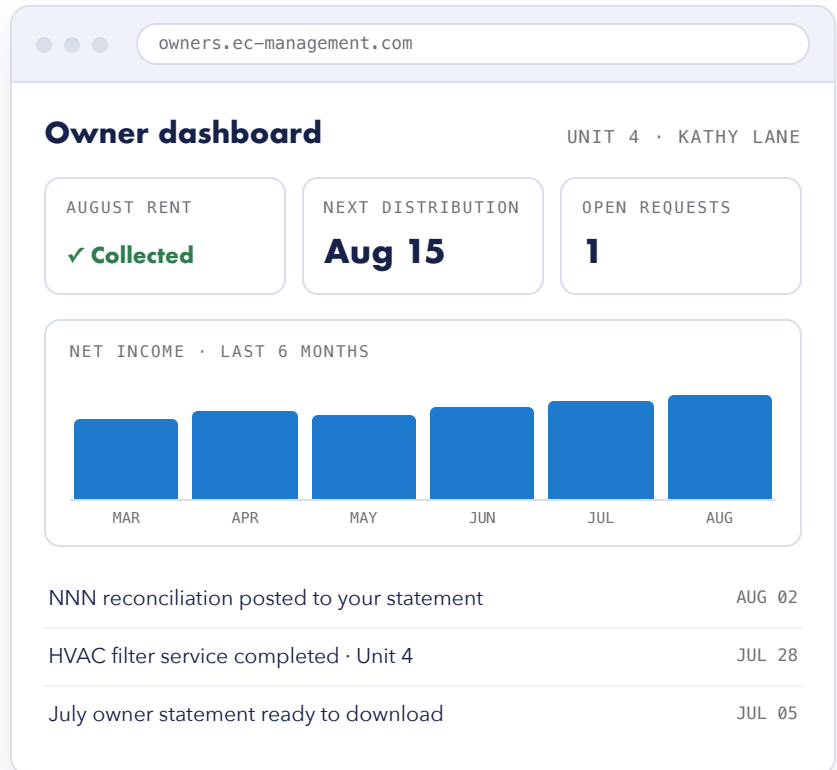
Your document vault

Lease, certificate of occupancy, insurance, and statements in one place.

A direct line

Message your manager from the same screen. No phone tag.

owners.ec-management.com



One rate. Two ways to get paid.

The whole fee schedule fits in one sentence, and you choose how your money flows.

5%

MONTHLY MANAGEMENT
FEE

That is the rate, on either payout option below. Larger projects over **\$5,000** carry a **10% administration fee** for bidding, supervision, and closeout. There is nothing else on the list.

OPTION A · FULLY PASSIVE

Fully managed distribution

Hands off. Your unit runs like a fund position: the platform collects, the bills get paid, the net arrives.

- Rent and NNN collected through the platform
- Property taxes, insurance, and POA dues paid on schedule on your behalf
- Net income deposited to you with a statement to match

OPTION B · YOU HOLD THE CHECKBOOK

Direct owner control

Hands on. The money lands with you first, and we keep the books straight behind it.

- Funds deposited directly to your account
- You pay the building's bills yourself
- We track, remind, and reconcile everything in the platform

Same 5% rate either way. You pick your option at onboarding, and it can be revisited as your portfolio grows.

THE MATH, ON A REAL MONTH

Monthly rent of **\$2,000** → management fee of **\$100**. A one-time **\$6,000** HVAC build-out → administration fee of **\$600**. Everything else in the statement is yours.



Three steps to your first deposit

Onboarding is designed to take days, not weeks.

STEP 01

Sign the management agreement

One document covering scope, the 5% rate, and the payout option you chose.

STEP 02

We onboard your unit

Your unit and its documents go live in the portal. Your tenant follows the moment the lease is signed.

STEP 03

Income runs on rails

Collection, maintenance, and monthly statements from then on. Your job is reading page one of the statement.

Schedule your onboarding call

Fifteen minutes to answer your questions, confirm your payout option, and set your unit live.

(713) 714-0387

ec-management.com



EC Property Managers



Everything here lives on the web too

Scan any of these with your phone camera. The site always has the current version of every document.

THE OWNER GUIDE



Owner guide online

This whole package as a
website, in English and Spanish.

owners.ec-management.com/

YOUR DEVELOPMENT



Kathy Lane Business Park

Documents, your team, and
contacts for your business park.

[owners.ec-management.com/katy
-ln/](https://owners.ec-management.com/katy-ln/)

IRIS · AI ASSISTANT



Iris on WhatsApp

Statements, payments, and
maintenance status, any time. A
human always backs her up.

+1 (346) 220-1831

Save these once and you will never need to dig for a document or a phone number again.