



SEQUOIA  
REALTY SERVICES





**SEQUOIA REALTY SERVICES** provides its clients with a comprehensive, one-stop solution focusing on all aspects of the evolving commercial and residential markets. SRS is a full-service real estate company empowered with a depth of industry knowledge, experience and relationship networks. Our unique array of services include market analysis, sales, leasing, partnership collaboration, construction management and property management.



“Helping you accumulate wealth through real estate.”

~GINA HENSON, PRESIDENT  
SEQUOIA REALTY SERVICES

PROPERTY MANAGEMENT



COMMERCIAL REAL ESTATE



RESIDENTIAL REAL ESTATE



Sequoia Realty Services was founded in 2008 by Bill Butler, Gina Henson and Frank York in order to provide commercial and residential real estate services within Redwood City and the surrounding communities. The foundation of the company is its team members and their extensive local knowledge and long term presence.



The company chooses to provide a wide range of services within a focused geographic region in order to accomplish its mission of one-stop solutions for its clients. Whether it is a private residence in Redwood City or an office building in Palo Alto, Sequoia Realty Services delivers superior results.





# Property Management

## Property Details

*±17,300 SF Class A Office building located in Downtown Palo Alto; Sequoia Realty Services provided turn-key construction and property management services*

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Upon completion of our Palo Alto office building in July of 2010, we sought out a professional property management organization with a local connection to the market. After interviewing several firms, we selected Sequoia Realty Services as our partner on this asset. They have assisted in the tenant improvement process with efficient results and are now in control of the long-term operation of the property.

~STEVEN DWYER  
U.S. TRUST BANK

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Owning property is a smart investment, but **managing tenants**, collecting rent and being “on-call” every time something goes wrong can be a daunting task. Many small-to-medium sized property owners feel they simply need to do it all themselves or run the risk of not generating enough income to **justify the investment**.

With our focus on the specific geography of the **Lower Peninsula**, we have the capability to handle all types of commercial and residential properties.

Our on-site team of experienced professionals respond immediately; making every effort to deliver the highest level of **integrity, professionalism and value** through a broad range of services.

At Sequoia Realty Services, it is our goal to respect your time, **protect your investment** and manage your property with the same drive as if it were our own.



## Our Services

- Tenant Services
- Building Operations and Maintenance
- Service Contract Management
- Lease Administration
- Property Accounting

## What We Manage

- Multi-family
- Retail
- Office
- Industrial
- Warehouse



# Investments, Sales & Leasing

## Property Details

*Sale of a ±8,416 SF retail building located in Downtown Redwood City to a national auto retailer on behalf of a family estate*

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From the initial building assessment to the leasing, sale and management of the property, my wife and I couldn't be more pleased with the final outcome. We not only got a great price for the building, but the SRS team found us temporary tenants to keep income forthcoming during the lengthy escrow process.

~ ROBERT KISSICK, CO-FOUNDER  
BOARDWALK AUTO CENTER

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We have a solid team of **licensed real estate professionals**—who cumulatively possess over 100 years of experience and have **personally owned** and managed income property for the last 40 years. The collective effort of these individuals brings forth an expansive portfolio of **office, retail and industrial properties**—totaling nearly a billion dollars in value.

Both private and institutional investors can access a **single resource** to leverage equity and debt markets, 1031 exchanges, traditional buy/sell agreements or structured finance transactions. Moreover, we are able to **help clients** determine if a piece of property fits within their personal investment portfolio, while facilitating partnerships with established investors to **maximize their real estate holdings**.



## Select List of Clients

- Allied Waste
- Fabro Moore & Associates
- Mi Rancho Supermarket
- U.S. Trust
- Walgreens
- W. L. Butler Construction, Inc.

### Sales

Our sales agents provide property profiling, marketing, sales and consultant coordination for residential and commercial properties.

### Leasing

Our leasing agents produce comprehensive marketing plans, generate quality tenant activity and manage the documentation process through industry standard forms.

### Investing

In-depth asset management services and investment analysis provided by our executive team allows our clients to manage risk, preserve capital, evaluate investment options and structure partnerships.



# Residential Marketing

## Property Details

*Represented Buyers:* Facilitated the purchase of a duplex investment property (one 2 bedroom unit and one studio) on the border of Edgewood Park, close to Downtown Redwood City

## Property Details

*Sold:* 3 bedroom / 2.5 bathroom 1,369 SF townhouse in Santa Clara

*Purchased:* 3 bedroom single family residence in Belmont

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We've worked with many Realtors® and construction professionals throughout our careers, but Sequoia Realty Service's progressive approach to real estate makes them the best at what they do. I won't hesitate to call on them in the future . . . in fact I already have.

~JAN AND BOB PAUL  
PROPERTY INVESTORS

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“

Gina sold our home after just four days on the market, and then found our family the perfect home in the neighborhood we wanted; being mindful of our price constraints and desires throughout the process. Going the extra mile, she located a general contractor to help us with our renovations. She's not just our 'agent,' she is a part of our extended family and we can't thank her enough.

~LISA AND JAMIE ILDEFONZO  
HOMEOWNERS/HOMEBUYERS

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**Purchasing and selling a home** is a **life-changing event** for many families and individuals. We want to make this a memorable experience for you. You will know right from the start what level of **service you can expect** from our forward-thinking team during the listing of your property and/or while we locate the home of your dreams.

As your **residential real estate partner**, Sequoia Realty Services will provide a defined road map of objectives including, but not limited to:

- Conduct broker tours, open houses and make recommendations for staging when deemed appropriate
- Coordinate photo shoot and property walk-through by our creative team to create a virtual tour and develop brochures that communicate quality and the uniqueness of your property
- Utilize a number of cutting-edge online information tools and feature your property on our internal website
- Send email newsletters to local realtors featuring your listing and leverage regional media when appropriate
- Provide guidance during negotiations of all offers and obtain the best price and terms given existing market conditions
- Maintain a keen awareness of buyers' needs and recommend options for unique circumstances
- Schedule property inspections and attend (if practical or specifically requested)
- Assistance throughout the financing process (if applicable); providing recommendations best suited for you and facilitating any pre-approvals to put you in a stronger negotiating position
- Being respectful of your time; locating and previewing properties within your defined criteria (when applicable)
- Provide information about local schools, transportation, recreation, entertainment, and community resources (when applicable)



## Our Pledge

- Understand your goals, timeline and concerns
- Explore all options and represent your interests; being mindful to confidentiality at all times
- Return all calls within 24 hours and make every effort to keep you informed throughout the process





...from these standards  
stems the qualities that  
enable us to provide 360°  
of real estate services



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