

**Deborah L. Howerton**  
Vice President,  
Corporate Advisory Services



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### Relevant Experience:

Ms. Howerton has been in the real estate business for thirteen years. Her concentration was initially in the management and analysis of financial expenditures for banking and investment services owned and leased properties. Responsibilities included transaction management for Kronos Incorporated and Parametric Technology Corporation handling the leasing of their North American portfolios, representing landlords in the leasing of office space in the suburban Boston market and presenting office and R&D space to potential clients, marketing office space, and compiling and researching data for market surveys.

**DTZ FHO Partners**  
Boston, MA 2/07 – Present

**Trammell Crow Company (formerly Fallon Hines & O'Connor)**  
Boston, MA 4/00 – 2/07  
Senior Associate

- Primary concentration along Central Route 128.
- Client Services Department, assisting brokers and partners of the firm in various leasing assignments.
- Responsibilities included providing research analysis, market surveys, property and tenant database management, as well as comprehensive lease and market abstract information.

### Transaction Manager, Parametric Technology Corporation

- Responsible for handling the leasing of the Kronos Incorporated and Parametric Technology Corporation portfolios in North America.
- Successfully represented these tenants on more than 30 transactions for over 250,000 SF.

### Property Leasing Assignments

- Landlord assignments included 500,000 SF at **Prospect Place** in Waltham, and 408,000 SF at **300 Baker Avenue** in Concord.
- Successfully represented Landlords in over 25 transactions for more than 500,000 SF including 51,000 SF to **Earth Tech**, 18,000 SF to **Oxford Instruments**, 200,000 SF to **IBM**, 20,000 SF to **Med-i-bank**, 10,000 SF to **Educational Consultants**, in addition to numerous additional transactions ranging from 1,500 SF to 10,000 SF.

**Trammell Crow Company (formerly Fallon Hines & O'Connor)**  
Boston, MA 12/98 – 4/00  
Lease Portfolio Manager

- Primary responsibilities included lease abstracting, portfolio database administration, and analysis and reconciliation of operating expenses and real estate taxes. These include some of the following disciplines:
- Monitored database for pending action on critical date information and notification of pertinent internal and external clients.
- Lease portfolio due diligence.
- Development of annual budgets.
- Management and administration of rental payments, including analysis of proper billing procedures.

**R.M. Bradley & Company, Inc.**  
Woburn, MA 2/98 – 12/98  
Lease Administrator

- Responsible for the management of financial expenditures for the Fleet Bank portfolio consisting of 300 properties in the northeast region, including the processing of monthly rental, CAM and real estate tax payments and reconciliation of monthly, quarterly and annual operating and real estate tax payments.
- Development of annual budget.
- Monthly financial reporting of total portfolio expenditures.
- Created lease abstracts and maintain existing lease information.

#### **Fidelity Investments**

Boston, MA 1/94 – 2/98

Real Estate Coordinator

- Managed and administered 170 field office rental payments and related issues, including analysis of appropriate billing procedures and timely payments of rental obligations.
- Reconciliation of all year end real estate taxes and operating expenses.
- Monitor and maintain critical action dates for renewal and termination options.
- Responsible for the collection, billing and reporting of commissions and tenant improvement allowances.

#### **Shawmut Bank**

Boston, MA 4/92 – 1/94

Leasing Specialist

- Management of financial expenditures for bank real estate portfolio consisting of 175 properties, including the processing of monthly rental payments, and the forecasting of the annual budget.
- Administration of real estate tax payments, including abatement applications and the issuance of timely payments.
- Balanced accounts for monthly income, rental expenses and real estate taxes, including the billing of expenses and the receipt of payments for 50 tenants.

#### **Education:**

Fisher College - 1987 Associate of Science

Boston University - 1998 Bachelor of Science

#### **Affiliations:**

- Licensed Massachusetts Real Estate Broker
- Volunteer, Alzheimer's Association
- Member, Commercial Brokers Association
- Member, Multi-Million Dollar Sales Club – Platinum Level
- Awarded 2004 Office Deal of the Year-Suburban by the Commercial Brokers Association of the Greater Boston Real Estate Board
- Volunteer and PTO Member, Soule School, Brookline