

PROPERTY MANAGEMENT SERVICES

PROPERTY MAINTENANCE & SUPERVISION

- Weekly Inspections
- Preventive Maintenance
- Inspect for Safety / Exposure Issues
- Swift Response on Maintenance

MANAGEMENT PLAN

- Review Current Structure
- Determine Feasible Cost Adjustments
- Obtain Ownership Goals
- Assemble Foundation for Property to Follow to Obtain Set Goal/s

EXPENSE CONTAINMENT & VENDOR OVERSIGHT

- Continuous Review of Expenses
- Ongoing Evaluation of Vendor Performance
- Confirmation of Vendor License & Insurance Compliance
- Multi-Level Process on Invoice Approvals

OWNER COMMUNICATION

- Provide Accurate Monthly Property Financials & Narratives
- Online Magazine of Industry News

INSURANCE & REAL ESTATE TAX CONTAINMENT

- Provide Management Resume of Past Performance
- Confirm Accurate Property Information
- Obtain Written Confirmation of Multiple Carrier/Market Proposals
- Provide Direction on Annual Tax Appeal

LEASE AGREEMENT & AGENT OVERSIGHT

- Review Leases for Accuracy
- Track Leases within Skyline Software
- Recommend Key Lease Clauses for Prospective Tenants
- Interaction with Leasing Agents

CONSTRUCTION MANAGEMENT

- Oversee your Building & Tenant Improvement Projects
- Assemble Multiple Proposals
- Confirm Quality Construction

TENANT RETENTION & RELATIONS

- Personal Interaction with Tenants
- Prompt Response on Tenant Issues
- 24/7 Dual Access Emergency Contact
- On Line Maintenance requests