



third party services

RETAIL PROPERTY SERVICES

We offer a full array of experience-based, quality services to landowners, banks, developers and other parties.

These include:

Property Management

- » Regular on-site property inspection by staff and supervisor
- » Common Area maintenance service including landscaping and snow removal management
- » Consistent communication with tenants, vendors and government officials
- » Annual Marketing budgets, plans and creation of seasonal events
- » Common Area security monitoring and contract management
- » Common Area and building maintenance budgeting and regular maintenance and repair
- » Monthly property inspection Reports and site visits with owner as required
- » On-call staff contract maintenance at all times – 24/7

Financial Management

- » Complete financial and accounting services
- » Creation and mailing of monthly tenant rent statements
- » Coding and payment of all invoices, loans and property expenses
- » Calculation and billing of annual operating charge adjustments
- » Budget creation and future capital improvement forecasting
- » Monthly operating statements including actual-to-budget comparisons
- » Management of delinquent rents and collections
- » Management and maintenance of CAM records for tenant audits
- » Lease Administration including lease documents, creation of lease abstracts,
- » Tax planning assistance and K-1 distributions

Leasing Management

- » Management of broker and leasing rep activities
- » Lease renewal negotiations
- » Tenant retention management

Construction Services

- » Construction Management
- » Architectural coordination
- » Tenant build-out

Development and Redevelopment

- » Feasibility studies
- » Pre-Development
- » Due Diligence
- » Project completion
- » Redevelopment planning and execution

Technical Services

- » CAD site planning
- » Parking lot survey and investigation
- » Physical plant review
- » Roof surveys
- » Environmental studies

Receivership Services

- » Expertise in all the services previously described well positions our company to confidently execute receiver duties on retail properties and fully protect all parties' interests in these assets.

This includes:

- stabilizing property operations and maximizing tenant retention
- oversight and direction of on-site Property Management Team
- evaluation and creation of marketing and leasing strategies, and
- devising and implementing an optimal Exit Strategy