



PROPERTY MANAGEMENT

a New York State certified Woman-Owned Business Enterprise

Our goal is to develop a program that specifically fits your needs, organization and people. We want to free you and your company from the day-to-day operations of property management, while also protecting your company's assets and complimenting the interests of your tenants. The following highlights some of the services we provide.

UNDERSTAND OWNERS OBJECTIVES

- Assist in positioning your property to enable marketing to selected target markets and clients.
- Maintain consistent profitability.
- Keep the facility in the best possible condition and ready to show to a potential tenant or buyer at any time.
- Ensure client satisfaction by being responsive and delivering prompt and conscientious service.
- Relief from day-to-day tenant service calls and overseeing property maintenance.

REVIEW THE PROPERTY'S TECHNICAL (PHYSICAL) CONDITION

- Conduct initial facility inspection and assess corrective actions.
- Prepare an action plan for any work identified by our inspection.
- Assemble reporting on any environmental issues.
- Prepare monthly property owners condition report.

PREPARE A MANAGEMENT PLAN AND AN ANNUAL BUDGET

- Property Manager and support staff understand organizational goals and measures results.
- We will deliver a high level of professional service through leadership, experience, technology and commitment to performance. It is our goal to provide responsive service, expert advice and be accountable to the owners and tenants.
- Our management plan will stress tenant relations.
- Financial Reports - Provide an annual budget and monthly statements such as profit and loss, including rent roll and check register.

PROVIDE OWNERSHIP WITH SOUND FISCAL MANAGEMENT, ASSET REVIEW & TOTAL QUALITY ASSURANCE

We offer the owner a wide range of expertise including:

- Outstanding customer service.
- Creative marketing.
- Superior accounting and reporting abilities.
- Outstanding client relations.
- Success in meeting the needs of owners.
- A continual check on building expenses, finding those areas where money can be saved.

CLIENTS INCLUDE

OLYMPIC TOWERS
SENECA ONE TOWER
WINDSONG RADIOLOGY
MONMOUTH REAL ESTATE
INVESTMENT CORP.
WNY MEDICAL ARTS CENTER
AMERICAN NATIONAL
LOCKPORT PROFESSIONAL PARK



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