



Services

Facility & Industrial Property Management Services

- Oversight and supervision of all required vendor/contractor services for the property, including security, fire alarm monitoring, landscaping, roof maintenance and more. This includes competitive bidding for all current and future routine vendor/contractor services
- Completion of needed repairs/replacements of building's systems by:
 - Coordination and oversight using formal bid process with vendors/contractors
- OR
- Utilizing in-house maintenance staff when applicable. This includes systems such as mechanical, electrical, plumbing and more
- Full real estate management with periodic inspections of both property and tenant spaces (including vacant spaces). Inspections ensure tenants are occupying and maintaining such spaces in accordance with the lease agreement
- Preparation of Monthly Operational Tracking Report, detailing status of ongoing projects and issues to ensure full transparency and maximum ROI

Accounting & Financial Reporting / Forecasting

- Drafting of annual operating budgets in accordance with ownerships goals, including five-year Capital Plan
- Handling of all Accounts Payable and Accounts Receivable for property. Accounts Receivable includes the services of a team member whose sole responsibility is collections/receivables
- Monthly Financial Reporting tailored to client's requests, including detailed General Ledger, twelve-month Income Statement, Balance Sheet, Delinquency Report, etc.
- Providing third-party accounting firm with all required information, documents, etc. for annual tax filings

Tenant Relations

- Coordination of tenant maintenance/repair requests when landlord is responsible for maintenance/repair item, including confirmation that issue was properly resolved
- Full representation for commercial real estate tenants, including assistance with any questions/complaints and basic explanations or clarifications of lease structure/terms, current accounts ledger and more
- Assistance to Accounting Department with collections efforts, including the coordination with legal representatives for eviction notices and procedures

Lease Administration

- Management and oversight that Tenant possesses all required applicable documentation and certificates such as Certificates of Insurance, Licenses and Letter of Credit

Asset Management

- Lender relationship management, including administrating loan payments and providing lender with periodic documents when requested, including Rent Roll, insurance documents and others
- Insurance & risk administration and management
 - Includes the ability to participate in Easton's pooling of insurance policies for insurance lines such as Property, General Liability, Pollution, Directors & Officers, etc. to attain optimal cost savings
 - Assistance with legal representatives and insurance broker for all insurance claims
- Management and collection of all tenant and vendor certificates of insurance to insure current and that ownership entities are properly documented