

## MENU OF PROPERTY MANAGEMENT SERVICES

Property Manager – Conducts regular written inspections of the building, meets with the tenant contract person on-site, completes written inspection once per month, responsible for the overall management of the property.

Regular meetings with property owners.

Monthly reporting that will consist of a financial statement, written narrative of activities, variance analysis, aged receivable reporting. Monthly report can be tailored to meet the needs of each owner.

Purchasing support.

Supervision of all maintenance related work conducted at the building including janitorial, elevator, landscape, pest control, HVAC, security, locks/keys, signage, painting, plumbing, waste removal, biohazard, etc.



Life Safety Inspection – Inspection of all life safety operations at the building – fire extinguisher, fire sprinkler, fire panel, etc.

Insurance Certificates – Obtain proof of insurance to ensure that the vendors are insured in compliance with the limits as specified in the maintenance contract. Also, require that all vendors list the building owner as additional insured.



Maintenance Contracts – Re-Bid as required. Review all existing contracts for scope of services and pricing.

Preventative Maintenance – Provide preventative maintenance and inspections of all mechanical equipment in the building such as boilers, boiler pumps, water treatment, chillers, chiller pumps, domestic water pumps, generators, fire pump, hot water heaters, air handlers, cooling towers, exhaust fans, pursuant to manufacturers or industry standards.



Collection of rent.

Preparation of annual budget.

Payables – Process payment of all invoices.

Supervise all 3rd party vendors.

Customer Service Help Desk – all maintenance related calls go to a Vintage customer service representative who takes the call and dispatches the appropriate maintenance personnel. Reports are generated to enable the building owner to track the types of calls received and identify problem areas.



Construction Management Services & Management of Capital rehab projects – Manage the construction process by working with space planner/architect to prepare plans of the improvements needed, bid the improvements with contractors, analyze bid process and recommend the appropriate contractor, develop construction schedule, supervise the construction phase, develop punch lists, process invoices/draw associated with the construction.

