



**Musi Commercial Properties, Inc**  
**1301 Walnut Green Rd.**  
**Greenville, Delaware 19807**  
**Phone: 302—594-1000**  
**Fax: 302-594-1005**

## Commercial Property Management Service

### Property Introduction

- Our Property Manager will visit the Building evaluate visible 1<sup>st</sup> impression.
- Make introductions to each tenant in person
- Audit Leases and compare with current market
- Audit Expenses
- Make recommendations to Owners

### Property Management

- Collect Rents
- Monthly financial reporting to Property Owners
- Negotiations with contract & renewals with vendors & contractors
- Financial Management

### Tenant Communications

- All tenants will be notified of any work that will affect their operations
- Be mindful of any feed back from tenants regarding the Property

### Building Maintenance, Operations and repairs Supervision

- All interior & Exterior Maintenance
- Heating/HVAC Systems
- Plumbing
- Electrical
- Pest control
- Mechanical systems & Equipment
- Smoke/Fire/Safety systems
- Elevators

### Notification

- Delinquent Rent notices to be sent no later than the 10<sup>th</sup> of the month
- Correspondence to tenants regarding any pertinent information

## Property Services

- Bidding selection of contract services & suppliers
- Supervise Tenant fit outs
- Manage contractors & subcontractors

## Knowledge & Experience

John McDermott (our property manager) has been managing Real Estate for 20 years. He works well as a buffer between Owner/Tenant relations. He brings to the table a vast array of mechanical experience and contractors in specific fields.

## Lease Enforcement

- Respond to any tenant issues that may arise, evaluate them, and consult their Lease for responsibility

## Property Inspections

- Property inspections will be performed on a bi-weekly basis
- More frequent inspections may be done in the event of any contract work being performed on the site.

## Management Fees

- Management fees are based on percentage of the gross rents as dictated by the Management agreement.