

**PROPERTY MANAGEMENT:**

**1. On-site supervision of maintenance and repair tasks**

- a. Amount of on-site supervision can be custom tailored to meet the specific requirements of each site, from one visit per week to 24-7-365 coverage
- b. Daily or weekly reporting to owner detailing tasks completed and planned.
- c. Create checklists of tasks to be accomplished and details reflecting completion.

**2. Capitol budgeting**

- a. Prepare and maintain maintenance budget (current needs)
- b. Prepare capitol improvements budget. 1-year; 3-year; extended

**3. Regulatory compliance and risk management**

- a. Prepare schedule for all required testing – sprinklers, roof, fire marshal, underwriters, etc.
- b. Monitor environmental issues
- c. Identify and implement correction of site safety issues
- d. Monitor code compliance, i.e. zoning, building, electrical, fire, etc.

**4. Sub-contractor management**

- a. Identify need for sub-contractor
- b. Contact qualified sub-contractors
- c. Meet at site with sub-contractors to discuss scope of the project
- d. Review proposals/contracts with owner
- e. Ensure that Certificate of Insurance is on file for all sub-contractors
- f. Award contract and schedule project start-up
- g. Oversee project as required
- h. Approve release of payments to sub-contractor

**5. Key and security management**

- a. Establish key inventory system
- b. Establish security protocol for site and tenants
- c. Prepare and implement emergency management plan
- d. Prepare list of emergency response contacts, i.e. electrical, plumbing, snow removal, fire, etc.



Keystone Commercial &  
Industrial, LLC  
Property Management  
Commercial Real Estate Services, Worldwide.



**FINANCIAL MANAGEMENT :**

1. Billing and rent collection
2. Monthly disbursements
3. Maintenance of monthly receipts, disbursements and delinquent accounts statements
4. Monthly reporting to owner
5. Aggressive delinquent account collection
6. Monthly and yearly financial statements- including budget variance
7. Maintenance of current list of tenants
8. Administration of all insurance requirements
9. All necessary office support
10. AR Aging report



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