

Management services we provide include:

- **Oversee all rent collections**
- **Violation processing,**
- **Co-op sales, subleasing agreements, alterations**
- **Attend monthly and annual board meetings**
- **Tax/Accounting Preparation**
- **Budgeting and monitoring**
- **Providing detailed monthly financial reports**
- **Supervision of building employees and daily building maintenance**
- **Oversee all D H C R cases**
- **Oversee vacant apartments renovations**
- **Negotiate competitive prices and volume discounts with vendors**
- **Oversee Maintenance Projects**
- **Initiating legal actions and appearing in landlord-tenant court**
- **Address Violations of Association Rules and Regulations**
- **Violation dismissals/Removal**
- **Monthly billing and rent collections**
- **Review and maintain all building files and information**
- **Assign vacancies to brokers to rent out and oversee that they get rented efficiently.**
- **Lease renewals, negotiations and escalations**
- **Monitoring tenant compliance with lease terms (primary residence, illegal tenants, illegal sublet, etc.)**
- **Negotiate and hire all building contractors (exterminators, boiler mechanics, etc.)**
- **Prepare and update all reporting requirements with the appropriate government agencies**
- **Prepare monthly maintenance report**
- **Weekly general building inspections**