

# *M. S. Shore Company, Inc. Commercial Property Management Proposal*



*Prepared for:* \_\_\_\_\_



## *36 Years of Experience*

M.S. Shore Company, Inc. was founded in 1985 in Greenville, SC. We are a full service Real Estate firm offering: Commercial Real Estate Brokerage, Investment, Development, Consulting and Property Management services in the Southeastern United States. Our goal is to provide complete and honest professional service, with full disclosure of information and representation to our clients and customers so they can make informed decisions about their most important investment, Real Estate. We are licensed in North Carolina and South Carolina.

Since 1985, M.S. Shore Company, Inc. has developed strategies for maintaining our client's most tangible assets, Real Estate. With our comprehensive services and expertise our client's receive optimum results for all their real estate assets. Whether it be investment in; Commercial, Residential, Office, Retail, Industrial, Multifamily, Hotel, Resort, Healthcare Facility, Raw Land, Farm Land, or Specialized Property, we will work diligently to service your properties highest and best use.







# *Our Approach*

M. S. Shore Company, Inc. employs a “Hands On” approach to property management. The management of real property is very intensive and constant attention to every detail is imperative. With this approach we are able to clearly understand and service the needs of the Landlord and Tenant.



## *Our Property Management Services Include*

- Rent & CAM Collection
- Income & Expense Reports
- Absorption Rate Analysis
- Marketing
- Building & Grounds Maintenance
- On-site inspections
- Prompt response to tenant and landlord needs
- Schedule and coordinate work by vendors
- Accounts receivable/payable
- Tenant invoicing
- Prepare and distribute year-end tax forms
- Lease administration
- Maintain routine communication with landlord and tenants
- Enforce building regulations
- Advise landlord with asset management plan
- Procuring the services of contractors and insurance companies
- Assess and supervise any required repairs
- Maintain an update tenant rent roll
- Management of lawn and ground maintenance team including: snow removal, garbage removal, landscaping, painting and all repairs to the common areas
- Landlord / Tenant Negotiations
- Lease Administration
- Submission of government remittances
- Maintaining corporation registries and files
- Secure and maintain adequate insurance
- Enforcement of declaration, bylaws, rules and regulations
- Administration, communication and correspondence
- Hiring and supervising subcontractors, trades and site employees
- Site inspections, reporting and follow-up
- Retrofitting and consulting
- Promote and maintaining property value through targeted improvement approach
- Repair and maintenance
- Monthly accounting is provided by QuickBooks Software
- Provide monthly and annual income and expense reports
- Assist with audits
- Provide administration and accounting for security deposits as required by government regulation





# *Proposed Commencement and Fees:*

The commencement date shall be \_\_\_\_\_

Term \_\_\_\_\_

Management Fee: Our management services are offered in various ways.

- (1) Full management service includes: Leasing services (6%), primary site manager (10% per month), periodic onsite inspections, book keeping, rent roll, separate bank accounting and a monthly P&L statement in QuickBooks format. Coordinate all property maintenance and tenant needs.
- (2) Partial management service includes: Leasing services (6%), primary site manager (5% per month), periodic onsite inspections, no book keeping responsibilities. With this option all income and expenses go directly to the landlord and we handle all issues on site, coordinate property maintenance and tenant needs.
- (3) Project Development or Management Fee: 5% of gross capital expenditure.
- (4) Tax Appeal: \$250 Dollar retainer and 25% of the first year annual tax savings.
- (5) Consulting Fee: Initial consultation free, thereafter \$150 per hour.

\*Termination:

Either party shall have the option to terminate the contract with 90 Days (3 month) advance written notice to the respective party.

\*Confidentiality:

All parties acknowledge that the financial terms of this proposal and the contents hereof are strictly confidential and covenant not to disclose or allow disclosure of the same to any third party.