

INTEGRATED SERVICES OVERVIEW

Lee & Associates provide commercial real estate owners and investors with a broad scope of integrated services including tenant advisory, portfolio & construction management, financial services, lease administration and supply chain & logistics consulting, and valuation and appraisal services. Lee & Associates is a national team of experts providing a local expertise their clients with knowledge, analysis, vision, innovation, negotiation, and business performance.



ADMINISTRATION

- Budget preparation & financial oversight
- Cash flow analysis
- Tenant rent invoicing
- Rent collection
- Annual operating expense reconciliation
- Vendor payment
- Reserve analysis



PROPERTY MANAGEMENT

- Building management oversight
- Transition plan execution
- Accounting & financial oversight
- Tenant relations
- Engineering & maintenance
- Property inspections
- Emergency manual preparation
- Preparation of preventive maintenance calendar



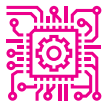
ACCOUNTING

- Tenant lease file organization
- Tenant insurance compliance
- Manager report preparation
- Monthly financial reporting
- Yardi, Kardin & MRI fluent



LEASING/MARKETING

- Assist brokers with property preparation
- Analysis of cam, tax, and insurance to ensure competitiveness with the market
- Assist with all prospect tours



BUILDING ENGINEERING/FACILITIES

- Engineering services
- Control and reduce operating expenses
- Energy & sustainability initiatives
- Market buying power on services
- Vendor bidding and contract negotiation
- On call 24/7 for property emergencies
- Attention to fire & life safety measures
- Vacant space upkeep and inspection



CONSTRUCTION MANAGEMENT

- Tenant improvement allowance oversight & administration
- Contractor bidding & comparison modeling
- Construction process supervision
- Capital improvement implementation
- Contractor selection & management
- Capital improvement recommendations