

Lee & Associates Palm Desert is proud to offer

PROPERTY MANAGEMENT SERVICES



LEASING

INVESTMENT SERVICES

PROPERTY MANAGEMENT

OFFICE

RETAIL

INDUSTRIAL PROPERTIES

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OVER A DECADE OF EXPERIENCE

- Over a decade of commercial property and professional association management
- Asset Management, Financial Management and Physical Maintenance Services available
- Tenant improvement construction management
- Renovation construction management

PROPERTY MANAGEMENT SERVICE THAT EXCEEDS EXPECTATIONS

As each property and owner's needs and goals are unique, so are their management requirements.

Lee & Associates Property Management Services, Palm Desert, has experience managing properties for clients who own office, medical, industrial buildings and retail centers in the greater Coachella Valley. We look after every aspect of your commercial property with a level of detail that sets us apart from our competitors. We create a custom management strategy that maximizes return on your investment. Through regular site visits and communication with owners and tenants, our team takes a proactive approach to keep tenants satisfied and spaces in optimal condition. We would welcome the opportunity to customize management of your commercial properties.



ASSET MANAGEMENT

- Full service Owner Association Management
- Maintain frequent contact with Owner, or any consultants of the Owner (i.e., attorneys, accountants)
- Preparation of annual budget
- Landlord/Tenant relations
- Identify opportunities to implement cost saving programs to reduce energy and water usage.

FINANCIAL MANAGEMENT

- Collect and record rents and implement assertive collection procedures
- Accounts receivable / Accounts Payable
- Billings for common area charges, taxes, insurance, etc
- Detailed reports, including tenant profiles, property ledgers, bank statements and reconciliations, and sales and leasing reports
- Monthly financial statements
- Secure bids for services and expenses
- Prepare the required 1099's for year-end accounting
- Prepare common area expense reports and annual tenant reconciliation

PHYSICAL MAINTENANCE

- Conduct frequent physical inspections
- Develop a preventative maintenance program
- Negotiate, coordinate and supervise maintenance activities, repairs and improvements
- 24 hour on call service for any need or emergency that may arise.
- Enforce buildings rules and regulations
- Negotiate contracts, supervise independent contractors and vendors