



Commercial services

A vision to be regarded as one of Ontario's leading asset & property management companies is what drives us to excel in our specialty area of single family residential, small to large sized multi-family unit buildings, high rise complexes. Commercial and condominium corporation management. Our main office is located in London Ontario however; we do business in the Windsor to the Great Toronto area corridor. Our dedicated team of experienced professionals and sub-trades will make your property a priority, paying particular attention to detail. Your satisfaction is our success.

Management:

- Provide personal client attention
- Provide a management package to meet each clients needs
- Administer appropriate government legislation
- Address tenant concerns
- Collect rent and deposit rental cheques
- Prepare and deliver tenant notices
- Prepare and deliver rent increases
- Conduct regular exterior property inspections
- Arrange for any maintenance as required
- As requested provide quotations for both contractual work and special projects as required. Negotiate and prepare applicable contracts.
- Record keeping
- Provide 24/7 emergency service

Asset/Financial:

- Monthly Statements of income and expenses and net paid to owner
- Annual budgets (over 10 units)
- Maximize revenue
- Record Keeping

Leasing:

- Review local market/Determine optimum rent
- Schedule and attend all viewings
- Market available units
- Place a professional "For Rent" sign at the property
- Provide all required leasing forms
- Process and review all applications
- Prepare Schedule "A"
- Sign the lease and schedule "A" with the tenant
- Conduct move in and move out inspections
- Collect First and Last months rent deposit
- Set up for future rental payments (post-dated cheques, Pre-Authorized payment etc.)
- Arrange for any maintenance required
- Arrange for required unit turns (painting, steam cleaning carpets etc.)

