



## **Mini- Storage Management Services**

Our management of self-storage facilities includes leasing, rent collection, payroll, account audits and validation, coordination of property maintenance and repairs, tenant communication and correspondence, debt collection, financial reporting, and ensuring that your investment is providing the best return possible. The following is a brief outline of the management services that we provide.

### **Asset Management**

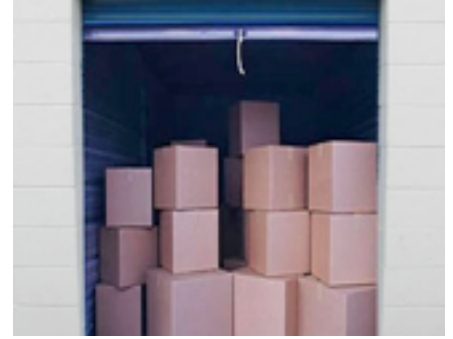
- Consultations with Owner to get full understanding of the expectations for the facility on a continuing basis.
- Maintain frequent contact with Owner, or any consultants of the Owner (i.e., attorneys, accountants) to ensure efficient and correct management of the property.
- Preparation of proformas/ budgets
- Supervise staff and ensure proper procedures are adhered to, including:
  - Hire and train as necessary
  - Assist with implementing collections process
  - Facilitate the lien process and auctions
  - Facilitate payroll
  - Audit time-sheets and tracking records
  - Conduct disciplinary action and employee guidance

### **Tenant Relations**

- Prepare and distribute to tenants lease agreements
- Provide a timely and complete response to tenant problems and concerns.
- Update Tenant Information
- Provide Electronic Rental Payment

### **Financial Management**

- Collect and record rents and implement assertive collection measures.
- Account receivable/ Accounts payable



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### **Financial Management (Continued)**

- Billings for common area charges, taxes, insurance, etc.
- Detailed reports, including tenant profiles, property ledgers and leasing reports
- Monthly financial statements, including current and year-to-date activity.
- Secure bids for insurance or other financial services or expenses as needed.
- Prepare 1099's for year end acct.
- File all personal property reports, etc, as needed.
- Review critical data file and invoice tenants, as applicable, for rent increases.

### **Physical Maintenance**

- Conduct frequent inspections
- Implement standard operating procedures
- Coordinate and supervise maintenance activities.
- 24/7 emergency answering service
- Enforce facility rules and regulations
- Negotiate contracts, supervise independent contractors-
  - Unit and Facility Maintenance Repair
  - Parking Lot Maintenance
  - Security