



# GUNDAKER COMMERCIAL GROUP

## Gundaker Commercial Group Asset Management Division

*“Quality Management from a Team that Cares”*

### **Asset Management Services**

#### **Property Management**

- Budget development
- Property operations
- Property maintenance
- Lease administration and compliance
- Service/supply contract negotiations and compliance
- Tenant communications and retention
- Real estate tax appeals
- Insurance management
- Administrative support
- Collection of monies
- Due diligence
- 24/7 emergency response
- Historic rehabilitation landlord/master lease accounting

#### **Construction Management**

- Space planning
- Floor plate efficiency studies
- Establish building standards
- Value engineered design
- Tenant construction management
- Capital improvement management
- ADA compliance
- Municipality compliance
- On-time on-budget performance

#### **Multi-Family Management Services**

- Third party management services
- Budget preparation
- Market analysis
- Oversee daily operations (marketing, maintenance, janitorial, grounds, revenue procurement)
- Resident retention program
- Preventative maintenance program
- Fair Housing compliance
- Tax-Credit Management Services

#### **Tax Credit Management Services**

- Certified management staff
- Compliance monitoring
- Quarterly/annual reporting (state, syndication)
- Physical site inspections
- Implement state agency guidelines

### COMMERCIAL PROPERTY MANAGEMENT

