



## PROPERTY MANAGEMENT SERVICES

We provide the following services in our standard property management package.

### PROPERTY MANAGEMENT

Our property managers operate and care for the property in the best interests of the owner.

### BANKING

We provide authorized signers who are members of our firm to sign on the company's bank account for the property to handle bill payments. Bank accounts are specific to each property.

### RENT COLLECTION & EXPENSE PAYMENT

We collect rents and other income, if any, and make all required payments for monthly common charges, insurance, utilities, real estate taxes and company annual invoices, etc.

### REPAIRS & MAINTENANCE

We arrange for ordinary repairs to the property as may be necessary or advisable.

### FINANCIAL ACCOUNTING

We prepare and send to owner quarterly statements of account.

### TAX COORDINATION

We coordinate with accountant(s) in the preparation of income tax returns and franchise tax returns.

### TENANT RELATIONS

We are available to tenants, if any, for the purpose of maintaining good tenant relations.



### ABOUT US

GRANT, HERRMANN, SCHWARTZ & KLINGER LLP is a New York law firm with more than a half century of experience in international corporate, commercial and financial matters. Founded on Wall Street as Grant & Herrmann in 1946, the firm is one of the oldest law firms to specialize in foreign law, and the representation of foreign investors and executives in the United States. The firm has longstanding and valued professional relationships with law firms, banks and financial institutions, and private bankers representing customers worldwide. These relationships enable us to offer our clients prompt, custom-tailored services of the highest quality necessary in today's competitive global business environment.

### ADDITIONAL SERVICES\*

- Lease Negotiations & Renewals
- Contract Review & Negotiation
- Renovation Management
- State and Federal Tax Preparation & Review
- Entity Management
- Buying & Selling of Real Estate

\*These services are in addition to our standard package and they are billed separately.

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