

## Management Services

Lehman Property Management is prepared to provide the following service to property owners:

- Assume daily management responsibilities.
- Develop the appropriate advertising plan.
- Coordinate showing for future tenants.
- Complete application and screening process.
- Negotiate lease agreement and renewals.
- Transfer current tenants to our system.
- Enforce lease and collect monthly rent.
- Handle tenant complaints, maintenance & other needs of tenants.
- Distribute funds for utilities and/or vendors.
- Provide detailed monthly accounting statements & invoices.
- Schedule and facilitate all required property inspections & routine maintenance, including elevator, HVAC, painting, plumbing, carpet cleaning, etc..
- Provide end of year accounting packet, including property summaries.
- Prepare an operating budget (for complexes).
- Construction services.