



**VISCONSI**  
COMPANIES, LTD.

## **RETAIL PROPERTY SERVICES**

We offer a full array of experience-based, quality services to landowners, banks, developers and other parties. These include:

### **Property Management**

- Regular on-site property inspection by staff and supervisor
- Common Area maintenance service including landscaping and snow removal management
- Consistent communication with tenants, vendors and government officials
- Annual Marketing budgets, plans and creation of seasonal events
- Common Area security monitoring and contract management
- Common Area and building maintenance budgeting and regular maintenance and repair
- Monthly property inspection Reports and site visits with owner as required
- On-call staff contract maintenance at all times – 24/7

### **Financial Management**

- Complete financial and accounting services
- Creation and mailing of monthly tenant rent statements
- Coding and payment of all invoices, loans and property expenses
- Calculation and billing of annual operating charge adjustments
- Budget creation and future capital improvement forecasting
- Monthly operating statements including actual-to-budget comparisons
- Management of delinquent rents and collections
- Management and maintenance of CAM records for tenant audits
- Lease Administration including lease documents, creation of lease abstracts,
- Tax planning assistance and K-1 distributions

### **Leasing Management**

- Management of broker and leasing rep activities
- Lease renewal negotiations
- Tenant retention management

### **Construction Services**

- Construction Management
- Architectural coordination
- Tenant build-out

### **Development**

- Feasibility studies
- Project completion
- Redevelopment planning and execution

### **Technical Services**

- CAD site planning
- Parking lot survey and investigation
- Physical plant review
- Roof surveys
- Environmental studies

### **Receivership Services**

- Expertise in all the services previously described well positions our company to confidently execute receiver duties on retail properties and fully protect all parties' interests in these assets. This includes:
  - » Stabilizing property operations and maximizing tenant retention
  - » Oversight and direction of on-site Property Management Team
  - » Evaluation and creation of marketing and leasing strategies, and
  - » Devising and implementing an optimal Exit Strategy