



# Property Management

## A la Carte Services

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We provide strategic property management products and consulting for real estate investors, condominium boards and rental property owners. Control your expenditures by choosing the services you require. Leverage our expertise and in-house resources to handle the small details of managing your real estate investment.

### Lease management

#### *Lease drafting*

We draft leases and provide renewal leases. We will deliver a fully executed lease or we will draft a lease for you to present to your tenant.

#### *Lease renewal*

From start to finish, we take care of the lease renewal process, beginning far in advance of your renewal dates. We deliver an offer of lease renewal letter, set deadlines for tenant decisions and track responses, providing a list of renewals and a list of vacancies, all within a time frame that suits you.

#### *Security deposit walk-through*

We will check your unit after a tenant vacates for compliance with the standards that you have set in your lease. Provide a checklist, or use ours, and we will ensure that each item is checked off your list.

#### *Security deposit returns*

Based on a security deposit walk-through, we will advise you regarding the status of a security deposit return. We will draft a security deposit return letter that meets legal requirements.

### Property management support

#### *Key keeping service*

For landlords and owners who need their keys available to vendors and tenants, we provide secure storage and the ability to retrieve keys during business hours. We can provide secure key retrieval for guests or visitors as well. We also provide after-hours key service.

#### *Short-term management*

When you need an interim manager to cover you for a long weekend or for the winter, we are able to get up to speed quickly, and offer services to cover collections, maintenance or emergency services in your absence.

### Project management

Projects we have managed include solutions for exterior leaks and groundwater issues, analysis of structural issues, exterior pointing, façade restoration, window replacement, design services for lobbies and hallways, roof deck certifications and replacements, oil-to-gas conversions, slate roof restoration, utility line problems, elevator modernizations, numerous renovations and more.

## Budgeting and accounting support

### *Budget preparation and forecasting*

Designed for developers and condominium boards, this service provides an operating budget based on actual or anticipated income and expenses. Gathering information by interview or other means, we prepare a budget that you can review and revise as necessary.

### *Accounting management*

Accounting may not be your strength. Like all of our accounting services, à la carte accounting management for condominium associations and apartment building owners is designed with superior transparency to provide you the highest level of comfort with your finances. Thorough and accurate accounting by our professional staff will keep you up-to-date on the financial standing of your investment in a format that highlights the most important information.

## Opinion of value

### *Comparable market analysis*

We can provide an opinion of value when you do not require a licensed or certified appraiser. For tax abatement purposes, estate value estimations, or to stay updated on the value of your property, we provide a careful and thorough analysis of value using comparable sold property values.

### *Rental market study*

If you need to understand if your market rents are appropriate, we will perform an analysis of your rents versus those of comparison properties. We will provide detailed information about how your building is performing, and offer guidelines for increasing the return on your investment.

### *Due diligence study*

Are you considering purchasing an investment property or a condominium to call your own? We can guide you in analyzing the investment you are about to make so that you are better able to make a decision.

## Consulting services

### *Self-management consulting services*

For self-managed condominium associations, it can be a challenge to find the resources you need. We can help with special assessment planning, reserve planning, or overseeing an election.



## Consulting services, continued

### *Consulting for newly-formed condominium associations*

This service is designed to assist the board of trustees during the transition to a unit owner-controlled association. Working with the developer and board of trustees, we ensure that financial information, necessary documents and funds are transferred. We will mediate conflicts and act as point of contact during the transition. Prior to the time the city tax assessor begins the process of billing each condominium as a separate entity, there is often confusion about how to administer the building's tax bill. We will administer this process to ensure that all parties are informed about their tax obligations. We will guide you in creating the appropriate banking accounts, corporate documents and board procedures so you can effectively govern when the transition is completed.

### *Self-management evaluation*

We can also provide a full evaluation for your association, including a review of insurance coverage, your preventative maintenance and capital improvement plan, the operating budget and service provider contracts. We can review your collection policies and procedures, rules and regulations, and recommend areas for improvement, strategies for implementing changes and outline areas where you may save money.

Something else? Give us a call and we'll see what we can do to help!

For more information about any of the above-mentioned services, including pricing, please fill out our Request Proposal form which can be found on our web site at [www.marstonbeaconhill.com](http://www.marstonbeaconhill.com).