

**Bradley Company** is a full-service commercial real estate company that can provide a wide selection of property and/or facility management services based on your needs. We cater to the needs of our clients which can include all of the items listed below or a combination of any of these services.

## Full-Service Property Management Services

- Performing scheduled inspections on site of the building structure
- Evaluating current and future contracted services
- Preparing requests for proposals for all service contracts
- Looking for ways to enhance the efficiencies and effectiveness of the operations
- Providing monthly financial reports of all property operations and maintenance activities
- Responding to all tenant requests for maintenance or management services
- Evaluating tenant requests for lease modifications
- Drafting all tenant correspondence regarding lease compliance
- Performing all Lease Administration functions
- Providing full accounting services including but not limited to: rent collections, vendor invoice processing, monthly financial statements, itemized disbursement report, bank and account reconciliations, aged delinquency report, and cash flow statements
- Preparing annual detailed operational budget, provide detailed monthly budget comparisons with variance reports
- Preparing capital expense summary reports

In addition to property management services, Bradley Company also offers **Facility Maintenance Services** supported by a staff of over 17 technicians with extensive knowledge in Carpentry, Painting, Electrical services, HVAC, and Plumbing. These services are available on a time and materials basis. Pricing for general maintenance services is competitively priced at \$60.00 per hour and skilled labor (Electrical, HVAC & Plumbing) is priced at \$85.00 per hour. All of these services are billed on an as-needed basis.

## Facility Maintenance Services

- Tracking and analyzing all work orders for properties and tenants
- Managing vendor coordination and supervision
- Evaluating the physical condition of the property on an ongoing basis through regular and comprehensive property inspections
- Providing 24/7 on-call services