



Property Management Services

FINANCIAL SERVICES

- Receipt of rent and other receivables
- Processing for payment of property invoices
- Maintaining an accurate rent roll
- Annual budget preparation, including recommended capital expenditures
- CAM reconciliations
- Base Rent and/or NNN adjustments
- Monthly owner reports
- Planning for capital requirements/Capital improvement schedule
- LLC Partner distribution allocation control

LEASING SERVICES

- Marketing of spaces available for lease
- Prospective tenant and/or business screening
- Negotiation of lease terms, including tenant improvements
- Preparation of leases on behalf of owner

VENDOR MANAGEMENT SERVICES

- Bidding and engagement of property service vendor
- Review and execution of service contracts
- Monitoring vendor performance
- Collection of vendor certificates of insurance
- Tenant lease compliance and associated correspondence
- Receive and act upon tenant service requests
- Regular site visits and tenant contacts

ADMINISTRATIVE SERVICES

- Lease disputes/administrative inquiries
- Maintenance of tenant lease files/information
- Review and abstracting of new leases and amendments to leases, etc.
- Collection of tenant certificates of insurance
- Coordinate legal issues such as tenant defaults/disputes, slip and falls, etc.

Crossroad Ventures Group provides exceptional brokerage services by combining the background in other aspects of commercial real estate with over 150 years of brokerage experience.

THE COMPANY

We are results oriented, with a proven track record of success. Our statement of qualifications speaks for itself. We have the experience and unique background to provide our clients with a special single point of contact service. We can handle a project of development from start to finish, from land acquisition, design, construction, lease up, move in, closeout, and even through the investment sale. Crossroad Ventures Group will be your end to end solution.

your real estate compass.