

# Increase the Value of Your Investment



## We Make Buildings Work

We are experienced specialists in providing efficient, professional management services for properties of any size and use:

Retail

Office

Medical

Mixed-Use Projects

Industrial

Condo Associations

**Is your property working hard for you — operating efficiently, satisfying tenants and producing profits?**

Or are you working for your building — collecting rents, calling contractors, continually paying for services and not making a large enough profit?

Whitehall Property Management can make your property work more profitably for you. Our experience and expertise can keep your property running smoothly by controlling expenses and making it appealing to both current and prospective tenants. We can help you maximize your property's curb appeal, operating efficiency and tenant satisfaction to provide you with the highest possible net operating income.

## Proactive Asset Management

**Your property is a valuable asset,** so we will manage it proactively to help you maximize your return on investment.

We implement a customized plan of scheduled preventive maintenance to protect the building's systems and equipment. We make cost-efficient, aesthetic and operational recommendations to sustain the property's value and optimize rental rates.

Our flexible reporting and analysis capabilities keep you fully informed, providing you with an accurate accounting of your property's financial performance. Together with any building-specific reports that you may require, we will provide you with:

Executive Summaries

Preventive Maintenance Summaries

Work Order Histories

Rent Rolls and Lease Profiles/Summaries

Leasing Activity Reports

Lease Renewal Reports

Depreciation and Amortization Schedules

Revenue and Expense Summaries

Rent Collection Summaries and Receivables Ledgers

Comparative Income Statements

Variance Reports

General Ledgers

Check Registers

Bank Statements

Cash Balance Reports

Ownership Disbursement Summaries



## Extras That We Consider “Standard”

**As an affiliate of a full-service real estate firm,** we can perform all real estate services for your property. Whitehall Real Estate Interests provides complete real estate expertise with development, construction, brokerage and lease negotiations.



To learn more about how Whitehall can help you improve operations and the operating revenue of your real estate investment, please contact us.

We will work with you at your convenience to develop a proposal for professional property management and a preliminary site evaluation.



[www.whitehallrealestate.net](http://www.whitehallrealestate.net)

## Make Your Property Work

**Let us show you how.** We can make your property work more productively, more efficiently and more profitably for you.

### Whitehall Property Management Services:

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Rent Collection and Legal Services

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Three-Step Bid Program with Vendors and Suppliers

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Blanket Vendor Contracts

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Preventive Maintenance Programs

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Maintenance and Day Porter Services

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Customer Service Call Center — 24 / 7

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Monthly Financial Reporting

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Accounting and Invoicing Processing

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Custom Reporting

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Lease Administration

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Forecasting and Budgeting

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Building Inspections

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Common Area Maintenance Reconciliations

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Project Management and Construction Services

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Merchant's Associations and Marketing

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Meeting with Tenants and Owner Representatives

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Marketing Monitoring and Projected Rental Rate Adjustments

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Risk Management Analysis

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Regulatory Issues Management

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# Gary Steven Jonna

Whitehall President and CEO

For 25 years, Gary Steven Jonna has spearheaded prominent commercial developments and property management contracts with a combined value in excess of \$250 million in southeast Michigan. Mr. Jonna brings comprehensive real estate expertise to each new assignment, including all facets of real estate such as market analysis, lease negotiation and property management.



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