

Featured Services

Our Featured Services

Fire Alarm and Sprinkler Flow Testing Services – The contracted services will inspect and test all related fire alarm devices on a scheduled basis as required by the local jurisdiction. Sprinkler system flow testing services are conducted per NFPA requirements on an annual basis.

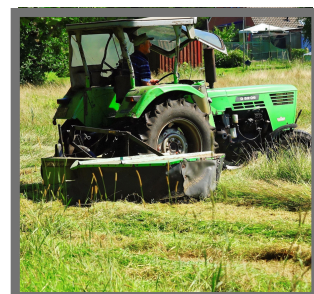
Central Monitoring Station – Condyne Property Management will be notified directly by phone on a call list for all fire alarms, and supervisory and trouble signals. The contracted fire alarm company will be contacted as necessary for repairs or to reset the alarm panel. On our newer facilities we closely manage BDA Amplifier communications systems.

HVAC Equipment – The HVAC equipment will be contracted for a Preventative Maintenance Program designed to maintain the equipment at its peak operating efficiency. The schedule revolves around both the cooling and heating season with additional filter changes in between inspections. Repairs of equipment (covered by warranty or not) will be arranged through additional service calls. Inventory management of rooftop units is consistently maintained.

Septic Pumping Services – Pumping services (where applicable) will be contracted on an annual or semi-annual basis, equipment inspections will be conducted when pumping. Additional R&M will be completed as needed.

Landscaping Services – Contracted landscaping services will include spring clean-up, sweeping of parking lot, weekly grounds maintenance, tree and shrub care, lawn care, seasonal flowers, fall clean-up, fertilization, and irrigation services. Detention basin and grassland maintenance services can be provided as required by the conservation commission and/or the state authority.

Snow Removal Services – Snow removal services shall include plowing of the parking lots, shoveling the entrances & sidewalks, and full ice control throughout the properties. Properties to remain clear of snow and ice prior to the start of business and throughout the properties operating hours.



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Window Cleaning – Exterior window cleaning to be completed, at a minimum once a year.

Annual Maintenance Tasks – The following items will be completed annually; roof inspections, parking lot striping, and catch basin cleaning.

Personnel – An in house Condyne Property Manager will be dedicated to the properties to complete daily and/or weekly property inspections; they will be available 24/7 to complete or coordinate repairs and maintenance.

Additional Property Management Services –

- Energy Management Solutions
- Insurance Certificates
- Real Estate Abatement requests
- Assist in future sales process

Accounting services –

- Preparation of Property Financial Statements
- Profit and Loss Variance Reporting
- Posting of Monthly Rent Charges; Tenant Billing
- Collection of Rents and Other Income, Delinquency Tracking
- Cash Management
- Accounts Payable processing; ensure timely payment of all invoices, monthly debt obligation, quarterly real estate taxes
- Annual IRS 1099 Filings
- Annual operating budget preparation
- Monthly Trailing 12 reporting upon request
- Assist CPA firms in audit and tax return preparation
- Annual CAM Reconciliation calculation and collection
- GAAP Standards
- Year-end or mid-year true ups
- Real estate tax reconciliations

