

Plummer Johnson

• G R O U P •

Property Management & Related Services

Commercial Property Management Experience You Can Count On

Plummer Johnson Group manages commercial office buildings and retail centers throughout Southwestern Illinois. We have an experienced and knowledgeable staff that understands the demands of commercial property. Plummer Johnson Group works primarily with large and medium-sized investors. We have succeeded in improving asset value, increasing cash flow, and improving the property to meet the future needs of our property owners.

Managing the Property for You!

First, we inspect the property and meet your tenants. As your manager we want to develop a strong relationship with your tenants. Our constant communication with your tenants helps us identify problems such as roof leaks, plumbing problems, security issues and other concerns, which are not always identified by visual inspections. We then follow up with solutions that meet your needs as well as the tenants' needs.

Other things we can do for you that maintain your investment and your pride of ownership include:

- Annual building inspections with pictures and analysis of what improvements can be done
- Establishment of specifications for contract services such as landscaping, heating and cooling, lighting, parking lots, fire suppressions and monitoring systems and other items that require regular inspection, testing and care.
- Coordinating annual elevator inspections and establishing ongoing maintenance programs.
- Coordination and supervision of janitorial services.
- Coordination of all services such as trash removal, alarm monitoring and security.

We also provide a full array of other services for your property, which will better help you make decisions. Below are some of the items we will perform:

- Full bookkeeping of receipts and disbursements with back up documentation
- Annual CAM reconciliations
- Handling of leasing inquiries regarding the property
- Maintenance monitoring and review looking for repeat patterns and variations in costs to be corrected
- Regular inspections of the building
- Annual budgets with monthly and year to date actual income/expense comparison
- Annual reviews of third party services contracts such as rubbish, security, etc.

Understanding the Financial Performance

Plummer Johnson Group provides a full accounting service for your property with experienced staff that correctly accounts for all funds and maintains complete and accurate records. All funds are deposited into a federally insured financial institution trust account.

Reports You Will Receive

We will send you a monthly detailed report. This report will show you rents received and expenses paid for the previous month. With it you will receive a transaction register, so you will be able to further track income and expenses as well as a rent roll and a summary of delinquencies at the end of the month.

Collection of Rents

Plummer Johnson Group collects all the rents from your tenants. On the tenth of the month, we review the payment status of all tenants, and send a letter to any tenants that are delinquent. On the 20th of the month, a second letter is sent giving the tenant a deadline to pay. By the end of the month, we will discuss options with you on whether we should use legal means to obtain restitution of the premises, or to encourage payment.

Maintaining your Property

Your property manager will supervise the completion of all maintenance using qualified maintenance staff or vendors that are part of a select list that Plummer Johnson Group has developed. That list is of vendors and contractors who are licensed and insured to provide service you will need. Maintenance requests are generated through inspections, telephone requests, additional work as a result of previous or current jobs, or a preventive maintenance plan. Maintenance work is reviewed and authorized by the property manager, and assigned to the appropriate vendor. The manager then monitors the invoices for completion, quality, and costs. We will establish a spending limit, and any non-emergency work costing more than that limit will be reviewed with you before any work is started.

Plummer Johnson Group has a 24-hour emergency maintenance system. A maintenance person is on call to take care of emergencies. If a potential property damaging, or life threatening emergency were to occur such as: water pipe break, fire, heating failure, roof leak, flood or other disaster, Plummer Johnson Group will assign a vendor or will respond within an hour to repair or secure the complex. We will review all incidents to determine whether an insurance claim is necessary.

For more information...please contact:

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