

Administrative:

- ✓ Insurance
- ✓ Regular Site Visits
- ✓ Graphics and Signage
- ✓ On/Off Site Management
- ✓ Establishing Emergency Procedures
- ✓ Leasing
- ✓ Tenant Move-Ins
- ✓ Tenant Relations Evictions
- ✓ Provide a Secure Network for Data Files
- ✓ Monitor Closing Process
- ✓ Log and Organize all Incoming Closing Data
- ✓ Track and Prepare Correspondence with Contractors/Sub-Contractors and Policies
- ✓ Prepare Monthly and Quarterly Reporting Package for Management
- ✓ Estoppel Requests
- ✓ Landlord Representation – Leasing
- ✓ On-Site New Development Sales/Leasing Team Staffing
- ✓ Marketing
- ✓ Project Management
- ✓ 40 Year Recertification Management



Financial:

- ✓ Budget Analysis and Planning
- ✓ Financial Reporting
- ✓ Collections
- ✓ Processing Accounts Payables/Receivables
- ✓ Taxes
- ✓ Provide Software for Accounts Payable Transactions
- ✓ Monthly Bank Reconciliations
- ✓ Review Tax Calculations and Allocations
- ✓ Monitor and Manage Budget
- ✓ Coordinate and Facilitate Preparation of Tax Returns

Maintenance:

- ✓ Preventive Maintenance
- ✓ Janitorial Services
- ✓ Landscaping
- ✓ Pest Control
- ✓ After hour Maintenance and Emergency Line
- ✓ Keying
- ✓ Irrigation
- ✓ Energy Cost Savings Maintenance (Electric and Water)

Real Estate:

- ✓ Leasing
- ✓ Buyer Representation-Sales
- ✓ Seller Representation-Sales
- ✓ Landlord Representation-Leasing
- ✓ Tenant Representation-Leasing
- ✓ On-Site New Development Sales/Leasing Team Staffing
- ✓ Marketing



Cooper Properties Group Management



At Cooper Properties we understand the 9-5, 5 day work week; we understand your frustration when you cannot reach your property management company on an early morning before leaving for work or on your weekend off. We are open 7 days a week from 7am to 6pm Monday – Friday, 9am to 5pm Saturdays and Sundays. Feel free to visit our office where you will be greeted by one of our Cooper Staff members that will be able to help you with any requests or questions you may have. Do not forget about our 24/7 emergency live service.

Make the switch to Cooper Properties Group Management (CPGM) .

Your home is on our mind 7 days a week.

Please visit our Website for more information

www.cooperproperties.com

Locally Owned Company

C . 1970





Cooper Properties Group
Management

954-462-4234

CooperProperties.com



- Building Inspection
- Regular Site Visits
- Maintenance
- Preventative Maintenance
- Janitorial Services
- Parking
- Pest Control
- Graphics & Signage
- On-Site Management
- Insurance
- Account payable / Receivable
- Landscaping
- Hurricane/ Emergency Procedures
- 40 Year Recertification

**Managing
Over 90
Properties**

**HOA
Condominium**

**Townhome
Association**

**Rental
Communities**

**In Property
Management
Since 1970**

- Website Management
- Leasing
- Tenant Move-Ins
- Keying
- Tenant Relations
- Bill & Invoices
- Collection
- Evictions
- Information Technology
- Operational Expenses
- Budget analysis planning
- Construction Management