

### ABOUT US

A full-service Property Management and Development Company, Corner Realty Development Group develops and oversees properties from the Dallas/Fort Worth metroplex to Jackson, Mississippi.

We pride ourselves in developing first-class centers that attract a wide array of regional and national retail companies and service providers.

Corner Realty's Management Division's goal is to increase property value while maintaining clean and safe shopping centers.

This goal is achieved by professionals whose focus is to provide the highest level of service to the shopping center tenants and owners.

Corner Realty has the unique ability to draw from its own development experience to provide a higher level of property management services for its clients.

### MEET THE TEAM

*Claudia Hutchinson*

*Myles Kelley*

*Marianna McNeel*

*Our team has over 50 years of combined real estate experience. Knowledgeable, professional, prompt and courteous, we realize your property is a valuable investment and we manage your property as if it were our own.*



### PROPERTY SERVICES

- Establish policies and procedures
- Timely On Site Visits and Reports
- Handling Tenant Inquiries
- Oversee Service Contracts
- Resolving Tenant/Landlord Issues
- Handling Owner Inquiries
- Resolve Property Maintenance Issues
- Maintain Lease Files, including insurance certificates, sales reports, leases, renewals and lease summaries.
- Coordinate Tenant Move-Ins/ Vacancies

### FINANCIAL SERVICES

- Monthly Expense Payments/Bill Pay
- Rent Collection
- Rent Roll
- Prepare Annual Budgets
- Property Financial Analysis
- Monitor Real Estate Assessments and Taxes
- Monthly Financial Statement and Reporting
- Bank Reconciliation
- Mortgage Payments
- Manage Escrow Accounts
- Due Diligence Requirements
- Proforma and NOI Analysis
- CAM and Operating Expense Annual Reconciliation
- Marketing

