

MANAGEMENT SERVICES

Apartment Management

SUHRCO Residential Properties, LLC provides a wide variety of services within its apartment management program including rent collections, unit leasing, unit turnovers, general work order maintenance and common area upkeep, and resident communications. We pride ourselves for diligently staying “on top” of our marketplace indicators including evaluating trends and market rents, projecting turnover, anticipating vacancies, and closely following our marketing resources. With great attention to market variables, we implement action plans resulting in successfully-managed properties. Services include:

Accounting

- Accrual and Cash Basis Accounting
- Receivables Processing

Administration

- Records and Files Maintenance

Budgeting

- Monitoring of Budgets with Variance Report
- Operating Budget Review and Preparation
- Reserves Budget Preparation

Construction Administration

Due Diligence Review

Facilities Management

- Bid Specification Preparation, Acquisition, and Analysis
- Contractor Supervision
- On-site Employee Hiring, Training, and Supervising
- Site Visits



Apartment Management *continued*

Leasing & Marketing

Reporting

- Weekly Status Reports
- Monthly reporting package
 - Balance Sheet
 - Income & Expense Analysis
 - Actual to Budget Analysis
 - Check Register
 - Accounts Payables Report
 - Bank Statement Reconciliations
 - General Ledger Detail
 - Receivables Aging Report
 - Narrative Analysis of Variances in Actual Cash Flow Compared to Budget
 - Narrative Analysis of Delinquent Accounts

