



# PROPERTY MANAGEMENT

**BND Commercial is a full service Commercial Real Estate company offering property management services.**

Retail, Office, and Industrial property management services

- Financial Services
- Administrative
- Maintenance Services
- Leasing
- Construction Management

The BND Commercial team is committed to achieving the most cost-effective and strategically sound outcome for our clients.

# PROPERTY MANAGEMENT

## Services Offered

### Financial

#### Monthly/Quarterly/Annually

- Prepare a fiscal year operating budget
- Collect rents and other fees
- Provide invoices to tenants for payment
- Provide follow-up contact to delinquent tenants
- Pay all authorized vendor invoices
- Prepare current balance sheet
- Prepare income and expense statement
- Prepare comparative actual to budget report
- Provide disbursement journal
- Prepare year-end reconciliation statements

### Administrative

#### Monthly/Quarterly/Annually

- Prepare written management report
- Handle tenant correspondence
- Prepare and mail tenant notices
- Administer requests for tenant modifications
- Maintain tenant roster
- Maintain all tenant and property files
- Process and administer insurance claims

### Maintenance

- Obtain bids and execute all required maintenance contracts
- Monitor performance of maintenance contracts
- Administer capital replacement contracts
- Monthly audit and inspection of all properties
- Coordinate routine and emergency work orders
- Maintain 24-hour service for emergencies
- Review and update

### Leasing

- Property marketing
- Negotiation of tenant renewals
- Coordination of tenant expansions
- Negotiation of new leases
- Monthly leasing updates

**BND.NET**  
**(260) 407-0900**

1021 S. Calhoun St.  
Fort Wayne, Indiana  
46802

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COMMERCIAL

# PROPERTY MANAGEMENT

## Your Eyes and Ears

### Construction Management

- Develop preliminary budget
- Review contractor bids
- Conduct pre-construction meeting
- Monitor construction process
- Manage change orders
- Coordinate completion of punch lists
- Deliver the project on schedule
- Oversee property renovations

Our superior level of service and responsiveness is positively reflected in the bottom line of every project under our care.

### YOUR VISION... ON-TIME AND ON-BUDGET



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## Property Management Assignments

Commercial Development	Sq Footage	Usage
Northcrest SC	429,410	Retail
Exelis Building	236,842	Office
North Clinton Street Warehouse	184,255	Office/Warehouse
The Village at Coventry	169,353	Retail/Educational/Office
Centennial One	108,800	Industrial
GE Warehouse, Avionics Dr.	107,038	Office/Warehouse
The Harrison	100,000	Mixed Use
St. Joe Village	95,659	Retail
Village at Oak Crossing	95,000	Retail
Dupont Crossing SC	93,671	Retail
West State Plaza	93,059	Retail
Coliseum Towers	91,635	Retail
Dupont Village	79,191	Retail
Dupont Office Center, Bldg. 3	68,295	Office
Statewood Plaza SC	59,185	Retail
Shoppes of Scott Road	45,550	Retail
Industrial Business Center	43,500	Industrial
East State Plaza	37,351	Retail
Precimed, Columbia City	35,000	Office/Warehouse
Northbrook Village	30,800	Retail
Rudisill Center	23,224	Retail
The Hollows	21,900	Retail/Mixed Use
North Wayne Professional Plaza	14,700	Office
North Wayne Plaza	13,594	Retail
Merchant Road	13,500	Industrial

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