

CR Property Services, Inc.

commercial • residential

leasing • management • sales

Commercial Multifamily POA/HOA Residential



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Services Overview

Here at CR Property Services, we cater to the multitude of real estate needs that both individuals and organizations have in the marketplace. Unlike many brokerages, we specialize in the management, leasing and sales of both residential and commercial real estate. We feel that being a one-stop-shop is an immense benefit to our clients as we can service all of their needs under a single roof.

Our mission is to ensure that all of our actions are a reflection of our passion to be the best property management company in the business by providing high quality, high value services in a professional, response oriented and courteous manner.

As a full service real estate brokerage, we recognize and value our property owners, tenants and vendors and welcome the opportunity to discuss how we can work with all of our clients to establish high value partnerships.

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Commercial



CR Property Services has an unsurpassed passion for commercial real estate and we manifest this in every bit of work that we do.

We provide property management, leasing, sales, tenant representation and investment services for retail, office industrial and multi-family real estate of all sizes and sub-types.

Our commercial property division takes a methodical and individualized approach when caring for your asset. No matter what job we are tasked with, we have the ability to pull real-time market statistics to determine exactly how your property fits into the grand scheme of the current market.

In conjunction with real-time statistics, all of our properties that are for lease or sale are advertised at no cost to the client on the commercial world's high-traffic websites such as CoStar, Loopnet and Xceligent. In addition, we custom-tailor the remainder of our marketing strategies with brochures, postcard mailers and call lists based on each property's specific needs.

Our commercial real estate professionals are available and waiting to help you with your commercial real estate needs.

Commercial

We believe that in order to maximize the benefit of owning commercial real estate you must treat your property as a unique individual and cater to its specific needs. As your manager, we are trained to assess your properties needs based upon lease agreements and by observing the general needs of the facility.

Commercial Services

- 24-7 Emergency Response
- Leasing & Sales
- Rent Collections
- Facilities Management
- Maintenance Schedules
- Lease Abstraction and Enforcement
- Landlord Recourse
- NNN Calculations And Lease Administration
- Full Service Lease Administration
- Percent-Sales Lease Administration
- CAM Reconciliations And Bill Backs
- Insurance Certificate Management
- Insurance Claims Management
- Tenant Management & Tenant Retention
- Tenant Improvement Scheduling And Management
- Market Analytics And Statistics
- Vendor Management
- Day-To-Day Tenant Communication
- POA and CC&R Enforcement
- Property Inspections
- Energy Conservation Strategies
- Security Analysis
- Owner Guidance And Advice
- Add Value Recommendations
- Rental Property Acquisition And Disposition

Commercial Financial Services

- Year End Accounting
- Monthly Rent Collection, Processing and Rental Tax Payments
- CAM Reconciliation
- Monthly Management Statements
- Online Payment Processing For Tenants
- ACH Payments To Owners
- Due Diligence Analysis And Reporting
- Investment Analysis Including Cap Rate Analysis And Yield Projections
- Annual Budget Preparation
- Bill Review and Payment

Multifamily



CR Property Services Multifamily Division handles 5 or more units at a single address and is a special division of our company that combines expertises in both residential and commercial investment property management and leasing.

Our core concept of multifamily revolves around the principal of a sliding scale ideology. This concept is solely based around our ability to provide the same

services for 5 units as we would for 500 or more units. This is extremely important to us because it lets us easily implement our management and leasing solutions across the board while still custom tailoring our services to your properties needs as well as your own.

Multifamily Management & Leasing Services

- Leasing & Management
- 5 + Units - No Property is Too Large
- Rent Collections
- Lease Administration
- Tenant Management
- Property Maintenance
- Collection And/Or Eviction Services
- Online Payment Processing For Tenants
- Unit Inspections
- Management Of Maintenance, Unit Turns & Unit Upgrades/Modifications
- Monthly Management Statements - Email Or Mail
- ACH Payments To Owners
- Year End Accounting
- Assignment Of A Personal Property Manager Who Knows Your Property And Knows You Best

Multifamily Investment Services

- Acquisition And Disposition
- Due Diligence Analysis And Reporting
- Investment Analysis Including Cap Rate Analysis And Yield Projections
- LLC Setup And Filing

POA & HOA

Essential where multiple ownerships exist and common area is a shared expense, Property Owner Associations (commercial) and Home Owner Associations (residential) are an integral part of maintaining property quality and value.

Utilizing our expertise across the residential and commercial sectors, CR Property Services extends its well earned experience to operate and manage property associations of all sizes.

Management Services

- Maintain Prompt Communication with Board & Association Members/Owners
- Bylaw Fulfillment & CC&R Enforcement
- Facilitate Required Meetings
- Emergency Response
- Insurance claim facilitation

Maintenance/Vendor Services

- Routine Property Inspections
- Common Area Maintenance
- Vendor Management & Contract Review
- Capital Improvements
- Contract Negotiation
- Project Maintenance



Accounting Services

- Monthly Assessment Processing, Special Assessments & Lien Assessments
- Yearly Budgeting, Reconciliations
- Monthly Financial Reports
- Detailed Record Keeping
- Accounts Receivable/Payable Management
- Legal Processes Coordination

*Should a service you are looking for not be listed, please inquire!



Residential

CR Property Services residential property division manages over 400 single family residential investment properties in the Phoenix-Metro area and Pinal County, Arizona.

Our residential property division manages and/or leases our clients properties the way it should be, with care and finesse. We take a multifaceted and individualized approach to caring for your property. Not only do we market your house for rent directly to tenants through signs and a large number of unique web sites, we



can also market it available to outside agents through the MLS at no additional cost to you. This is all part of our regular services we provide our clients when they work with us.

Our residential real estate professionals are available and waiting to help you with your residential real estate needs. We offer assistance in managing, leasing and selling as well as helping you acquire additional properties for your personal portfolio.

Residential Management & Leasing Services

- Leasing
- Rent Collections
- Lease Administration
- HOA Fine Collections And Notices
- HOA Administration
- Multi-Family Community Management And Leasing
- Tenant Management
- Property Inspections Including Periodic Inspection Reports To Owners
- Management Of Maintenance And Property Turns
- Monthly Management Statements - Email or Post Mail
- Year End Accounting
- Assignment Of A Personal Property Manager Who Knows Your Property And Knows You Best
- Collection And/Or Eviction Services
- Online Payment Processing For Tenants
- ACH Payments To Owners
- LLC Setup And Filing
- Due Diligence Analysis And Reporting
- Investment Analysis Including Cap Rate Analysis And Yield Projections
- Rental Property Acquisition And Disposition

Investment Services

We believe that investment in real property is absolutely a crucial component of ones portfolio. Many investors find the acquisition and disposition process to be daunting but rest assured, our team of professionals are here to help you!

We feel that our expertise in management, leasing and sales delivers an invaluable experience to our clients. Our vast operational experiences gives us an edge when evaluating property because we can we have actual operational experience to use as a guide instead of just guessing like many others do.

Our team of professionals are ready to help you identify, assess and purchase the investment that is right for you. The market is a sea of options and its our job to help you whittle those options down to those that meet your requirements.

Investment Fields

- Commercial
 - Retail,
 - Office,
 - Industrial,
 - NNN, NN, N Leases
 - Sale/Leaseback
- Multifamily - 5+ units
- Condo/Apartment conversion
- Condo aggregation projects
- Residential - 4 units and under including single family
- 1031 Exchange

If disposition is your requirement, we can help walk you through the process from property valuation and assessment all the way through actual sale or 1031 exchange.



Our History

CR Property Services, Inc. is a mid-sized full service customer focused residential and commercial property management and leasing company based in the Phoenix-Metro area. Whether you are looking for full service property management with access to the latest technology for tenant online payments, owner distributions and work order tracking, periodic property inspections or leasing we can develop a service plan custom tailored just for you.

Established in 2002, CR Property Services, Inc offers a complete range of property management services personalized to our clients needs. We are committed to serving clients with the utmost professionalism, integrity, and loyalty, which we believe are vital ingredients toward a successful long-term relationship with our clients.

We don't believe that you should just give us your business, we feel that your business should be earned. Please reach out to us today to see how we can cater to your needs and exceed your expectations!

Contact Us Today!

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