



Property Management

Connecticut * New York * New Jersey * Pennsylvania
Washington DC * Maryland * Virginia * Florida

225 West 35th Street, 15th Floor
New York, NY 10001

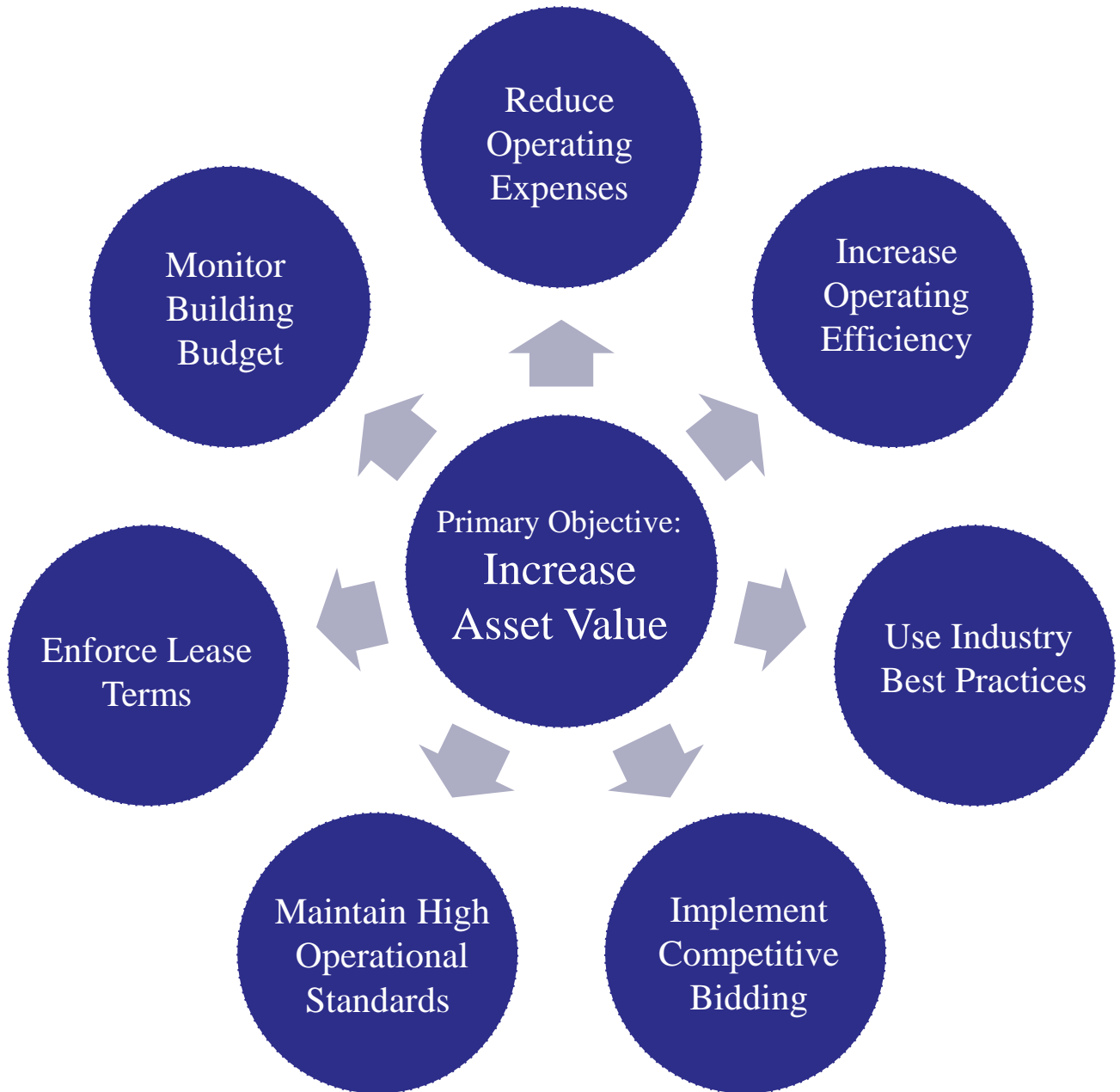
Phone: (646) 214-0321 Fax: (212) 810-4162

About Our Company

Livingston Management Services is a client focused property management company committed to exceeding the expectations of our clients by providing proactive property management focused on increasing asset value.



Property Management Objectives



Core Management Services

Annual Budgeting

We consider past and future expenditures to provide a realistic annual budget. In most cases we can identify unnecessary expenditures and ways to save money on operating expenses.

Supervision of Staff

We provide supervision to all building staff. We create written job descriptions and establish work schedules. We manage payroll and payroll accounting, maintain Workman's Compensation insurance, and undertake performance reviews.

Building Inspections

We perform scheduled site visit inspections of all common areas, mechanical areas, and roofs. These inspections allow us to identify small problems before they become big ones. We coordinate scheduled maintenance according to the terms stipulated in vendor contracts.

Maintenance

Planning ahead prevents an inexpensive repair from becoming a costly emergency repair. We obtain multiple bids from vendors to get the best price and service.

Emergency Response

Our company is available to respond to any emergency. Our company has emergency response protocols and an on-call property manager 24/7, 365 days a year.

Bookkeeping and Reporting

We maintain all property balance sheet accounting for our clients. We coordinate year-end financial reports with our client's CPA for tax preparation.

Management Strategy Using Best Practices

- ☐ Review insurance coverage on the property
- ☐ Develop regular maintenance and janitorial schedules for the property
- ☐ Review existing vendors and service agreements
- ☐ Verify that vendors have appropriate insurance coverage
- ☐ Maintain a record of current vendor contracts with expiration dates
- ☐ Recommend changes to existing vendors
- ☐ Respond quickly to common area maintenance requests from tenants
- ☐ Schedule, coordinate, and document monthly pest control services
- ☐ Review all measures taken to improve building security
- ☐ Secure and maintain access keys for the property and utility areas
- ☐ Instruct staff to maintain unobstructed hallways, basements, and common areas
- ☐ Schedule and coordinate regular sprinkler inspections to code
- ☐ Provide Local Law and energy efficiency compliance as required by the city
- ☐ Use a licensed architect or engineer to assess major building issues
- ☐ Coordinate efforts to correct all violations and building defects
- ☐ Provide an employee available to respond to emergencies and coordinate corrective action 24/7, 365 days a year

Other Administrative Services

- ☐ Lease abstraction to maintain lease terms into Yardi for tracking
- ☐ Enforce lease terms through letters and legal notices
- ☐ Collect all late fees, taxes, and CAM charges as required
- ☐ Monitor all open permits relating to the property
- ☐ Process tenant leasing applications and perform due diligence
- ☐ Coordinate lease preparation and lease signing
- ☐ Review existing property signage for compliance
- ☐ Maintain all current tenant contact information
- ☐ Verify tenant insurance policies are in place and current
- ☐ Communicate trash and recycling policies to tenants
- ☐ Coordinate legal notices as directed by owner attorney
- ☐ Resolve complaints from tenants
- ☐ Assist owner with projects or special assignments as required

Financial Duties

Review existing budget

Use projections to create new annual budget

Maintain all bank trust accounts and financial records

Perform all bookkeeping for accounts receivable and accounts payable

Pay all approved vendor invoices according to credit terms

Receive and record all income payments

Mail late payment notices to tenants

Apply all fees and Cam charges as directed by lease

Pay all property utility fees and tax bills

Assist in the preparation of year-end financial data for CPA and tax preparer

Provide a customized monthly financial and maintenance report

Meet with owners to review monthly financial report

The Advantages of Working With Livingston

We provide a customized management solution

Our property managers can easily be reached

We use Yardi, the industry standard software

We follow the IREM Code of Ethics

We employ staff that responds to issues quickly

We have emergency protocols in place for crisis management, weekend maintenance, and middle of the night emergencies

We perform regular walk-through inspections to identify potential problems before they become major issues

We offer our years of experience in dealing with budgeting, repairs, planning, and project management

A Partial List of Some of the Properties We Manage



165 Williams
Street



125 East
30th Street



50
MacDougal
Street



248 East
90th Street



135 East
50th Street



442-444 West
50th Street



8 East 18th
Street



60 Pearl
Street



459 Park
Avenue
South



52
MacDougal
Street



318 East
90th Street



146
Sullivan
Street

Our Team



Joel Krieger, CEO



Jonathan Bakhsh, CFO



Ilan Rosenthal, COO



Tori Goodman,
Property Accountant



Deeb Sankary
Client Services



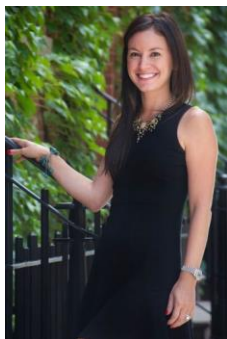
Evan Osur
Client Services



Stephanie Lui
Property Manager



Patrick Sullivan
Property Manager



Stacey Bakhsh
Leasing Manager



Austen Rabbie
Project Manager