

# ENHANCING ASSET VALUE AND REDUCING COSTS IS OUR GOAL.



## LET US PUT OUR EXTENSIVE EXPERIENCE AND EXPERTISE TO WORK FOR YOU.



At SilverStone Property Management, we strongly believe in building long-term relationships, with both the owners and the tenants of our managed properties. Every day our managers balance ownership goals with tenant expectations. Through our focus on balance and our dedication, our management teams are “committed to being the best” provider of property management services in the nation. The goal of SilverStone and leasing team is to enhance our clients’ investment values.

### SHOPPING CENTERS • OFFICES • MEDICAL CENTERS • HOTELS

Handle CAM dispute, negotiation and formulate computation.

Common Area Maintenance Budgeting

Financial reporting, preparation, and review.

Lease administration: include lease abstract, lease negotiation, new lease, sublease, lease assignment, renewal and various documentations.

Renovation plan and analysis

Periodically property inspection

Prepare and audit Escalation

Coordinate Maintenance and regular service

Lease-Up

Asset Management

Due diligence

Maintenance Operation

Tenant Retention Programs

Risk Management

Capital Improvement Planning

Building Improvements

Business Plan/Budget Development

Customized Reporting

Financial Modeling



On-Site Staff supervision and training

Market Analysis

Energy conservation plan

Prepare Annual comprehensive budget

Plan and supervise tenant improvement, renovation, and rehabilitation

Perform cash flow analysis

Obtain bids, contractor/vendor selections negotiating, contract review and coordination

Conduct routine physical property inspection

Analysis, monitor and enforce policies

Assessment Collection

Monthly Delinquency Follow-up

Bill Approval and Payment

Coordinate of Repairs and Services

Routine inspection

Attendance at Board Meeting and Annual Meetings

Annual budgeting

Administrative CC&R, By-laws

Coordinate annual voting

## APARTMENT - CONDOMINIUM - AFFORDABLE HOUSING - SENIOR HOUSING - TAX CREDIT PROJECT - HOMEOWNER ASSOCIATION HOA

Maximizing operational efficiencies and creating a quality environment for tenants produces the best possible results for its clients and investors. We apply our market expertise, high standards, and sound decision-making to each opportunity as it arises. As we continually enhance our services capabilities and systems, relying on efficiencies brought by changes in technology and the innovations of the experts we hire to manage our properties. Our organization is built on the skills and expertise of goal-oriented professionals whose primary focus is to deliver consistently superior service and performance. We are committed to measuring the quality and effectiveness of our services performance and learning from the results. This process of continuous evaluation, response, and improvement ensures quality and consistency at every service level. SilverStone understands that as an owner, each client has specific financial objectives, as well as performance expectations of its service providers. SilverStone properties are staffed with experienced, organized, and goal-oriented teams whose primary concern is the economic interest of the client. SilverStone ability to offer consistent service and experience efficient teams.



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