

ACCESS

PROPERTY MANAGEMENT

PENNSYLVANIA

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COMMERCIAL MANAGEMENT SERVICES



Access Property Management

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Founded in 1989 by Wayde F. Scheffer, Access Property Management (APM) offers high quality and knowledgeable property management services throughout Eastern Pennsylvania and New Jersey.

APM's executive leadership and 25-year corporate history in commercial and residential property management allows us to deliver financial expertise, customer service, organization, and affordability that sets us apart from other property management firms.

A. APM MANAGEMENT

Our management services include direct communication, strong accounting procedures, and experienced, resourceful personnel to ensure that your investment delivers the best return possible.

- Frequent communication with owner(s) and other consultants (e.g., attorneys, accountants)
- Preparation of budgets
- Management of landlord/tenant relations
- Conduct frequent physical inspections
- Coordinate and supervise maintenance activities, repairs, and improvements
- Maintain an emergency answering service, 24 hours a day, 7 days a week
- Enforce building rules and regulations
- Provide recommendations for common area/physical improvements
- Negotiate contracts; supervise independent contractors and on-site employees



B. APM FINANCIAL MANAGEMENT

Our accounting department has invested in technology, software, and talented employees to build a solid reputation for delivering timely and accurate reports to our commercial clients.

Each month APM delivers a complete report package to each owner. The financials are completed by the 20th day of each month, representing the preceding month's transactions. Copies can be provided in electronic form, hard copy, or both.

Financials Include:

- Monthly and year-to-date operating statements
- Monthly cash flow analysis
- Monthly bank reconciliation
- Monthly budget to actual variance analysis
- Monthly general ledger trial balance
- Year-to-date general ledger trial balance
- Monthly general ledger account analysis
- Monthly cash disbursement analysis
- Aged accounts receivable summary
- Monthly receivables activity analysis

OPTIONAL FINANCIAL SERVICES

- Collect and record rents and implement assertive collection procedures
- Manage accounts receivable/accounts payable
- Submit billings for common area charges, taxes, insurance, etc.
- Provide detailed reports, including tenant profiles, property ledgers, and sales and leasing reports
- Secure bids for insurance or other financial services or expenses as needed
- Prepare the required 1099s for year-end accounting
- File all personal property reports
- Prepare common area, and property tax proration charges, if needed
- Review critical data file and invoice tenants, as applicable, for cost of living increases, Consumer Price Index (CPI) increases, common area maintenance (CAM) charges, property taxes, insurance, and fixed incremental rent increases

BUSINESS INSURANCE

- PROPERTY INSURANCE
- PRODUCT LIABILITY INSURANCE
- PROFESSIONAL LIABILITY INSURANCE
- COMMERCIAL AUTO INSURANCE
- WORKERS' COMPENSATION INSURANCE
- CASUALTY INSURANCE
- HEALTH INSURANCE
- BUSINESS INTERRUPTION INSURANCE

