



Musi Commercial Properties, Inc
5802 Kennett Pike
Centreville, Delaware 19807
Phone: 302-594-1000
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Commercial Property Management Service

Property Introduction

- Our Property Manager will visit the Building evaluate visible 1st impression.
- Make introductions to each tenant in person
- Audit Leases and compare with current market
- Audit Expenses
- Make recommendations to Owners

Property Management

- Collect Rents
- Monthly financial reporting to Property Owners
- Negotiations with contract & renewals with vendors & contractors
- Financial Management

Tenant Communications

- All tenants will be notified of any work that will affect their operations
- Be mindful of any feed back from tenants regarding the Property

Building Maintenance, Operations and repairs Supervision

- All interior & Exterior Maintenance
- Heating/HVAC Systems
- Plumbing
- Electrical
- Pest control
- Mechanical systems & Equipment
- Smoke/Fire/Safety systems
- Elevators

Notification

- Delinquent Rent notices to be sent no later than the 10th of the month
- Correspondence to tenants regarding any pertinent information

Property Services

- Bidding selection of contract services & suppliers
- Supervise Tenant fit outs
- Manage contractors & subcontractors

Knowledge & Experience

Our management team has over 30 years combined experience managing over 1Million square feet of Retail, Industrial and General/Medical Office sites. Our goal is to make your property more profitable without the expense and headache of doing it yourself.

Leasing & Sales

We have assembled a team of commercial realtors with over 40 years experience combined. We are licensed in Delaware, Pennsylvania & Maryland. With our team we can not only manage your property, we can work to fill any vacancy.

Lease Enforcement

Respond to any tenant issues that may arise, evaluate them, and consult their Lease for responsibility

Property Inspections

Property inspections will be performed on a bi-weekly basis
More frequent inspections may be done in the event of any contract work being performed on the site.

Management Fees

Management fees are based on percentage of the gross rents as dictated by the Management agreement.