



*Commercial & Residential*

# PROPERTY MANAGEMENT

Gallelli Real Estate has 110 years combined experience in all aspects of development, leasing, management, acquisition and sales of commercial real estate.

Gallelli Real Estate is redefining commercial real estate with a unique blend of tradition, style and kinship. Designed with a modern approach far from the typical corporate policy and the profit fundamentals of international firms, Gallelli Real Estate's mission is simple - focus on our culture, grow our knowledge, produce results and cultivate the relationships we have with our team and our clients.

We believe that as a boutique firm whose understanding of the business runs as deep as our core values, our advantage is large. We take pride in our unique approach to offer more individual solutions that address the ever changing needs of our clients and the industry. After all, our success is measured by the success of our clients and the strength and longevity of our relationships.





The Gallelli Real Estate Management Team understands the importance of increasing the value of our clients' properties. Our primary goal is to maximize our clients' return on investment over the holding period of the property asset. To ensure our ability to achieve this result, we have assembled a team of qualified, talented professionals, each of whom are dedicated to providing the finest asset and property management services available. By recognizing our clients' needs and committing our cumulative efforts to continuous improvement, Gallelli Real Estate achieves its goal of providing the best property management possible in all circumstances.

Quality property management is a primary factor in the ongoing success of an income producing property. The quality of management services will define the character nature and profitability of a project and its long-term reputation in the community.

The competition for quality tenants, changing tenant-landlord laws and the ever increasing sophistication of tenants, place greater demands and expectations on owners than ever before. The higher level of tenant services now being demanded and the extremely competitive nature of the real estate market requires a superior property management team.

An excellent management team will insure that rents are collected on a timely basis and rent levels are maximized through a thorough knowledge of each lease and the nature of the tenants' business operations on the premises. The team will employ cost effective, reliable high-quality vendors, understand tenant-landlord law and utilize effective accounting control systems. The management team works closely with the owner's marketing team to ensure that vacancies are quickly leased and renewals are made at prevailing market rates.

As investors ourselves, our company brings an owner's point of view to property management. This is something few, if any, of the larger property management firms can afford to do given their size. Our primary approach to maximizing the value of a client's investment is to ensure that the greatest possible income stream is generated and operating costs are reduced without sacrificing service or appearance, all the while achieving occupancy levels above market standards. We have successfully accomplished this difficult task in every property we have managed.

To ensure that costs are reduced without affecting service and proper property maintenance, the manager must diligently question each and every line item in the property operating budget. Our managers are trained to discern between a low price provided due to inferior quality and a low price generated by superior efficiency and productivity. This is why Gallelli Real Estate has successfully reduced operating costs in certain instances by up to 40%. Another primary objective of Gallelli Real Estate is to obtain quality tenants. The manager works with the leasing team in screening prospective tenants to insure that only qualified occupants are accepted. With quality tenants there are reduced delinquencies, less turnover, fewer evictions and reduced maintenance. Our management team is educated in tenant-landlord laws and the most effective way to remedy problems.

## ACCOUNTING / FINANCIAL REPORTING

- Cash or accrual basis of accounting
- Cash management/cash investment
- Computerized processing of accounts payable, accounts receivable, mortgages, property taxes and insurance
- Computerized processing of security deposits
- Reconciliation of bank statements
- Compilation of annual budgets
- Various documents for lenders; and Payroll

### Gallelli Real Estate generates the following accounting reports on a monthly basis:

- Client's Narrative Report
- Actual Operating vs. Budget Comparison Report
- Cash Reconciliation
- General Ledger
- Rent Roll
- Capital Expenditure Summary
- Accounts Receivable Aging Analysis
- Accounts Payable Aging Analysis
- Expense Register
- Income Register

## Client Testimonials

**"The professional, proactive approach Gallelli Real Estate took in running the operation along with a strong sense of accountability using an ownership type mentality made them a pleasure to work with. Laurinda Gallelli, acting as the Senior Property Manager for the project, knew the tenants, leases and exclusives thoroughly, providing strong leadership to her group and keeping tenant and capital improvement projects on track."**

**Jim Harper, Asset Manager  
T.A. Associates Realty**

**"Considerable experience in all aspects of the real estate field and the commitment of their team personally involved in the operations of the property convinced us to make the change to Gallelli Real Estate. I would like to take this moment to thank the team for following through with their commitment. The properties performance has exceeded our expectations."**

**Jim Hill, Principal  
Hill Companies, LLC**



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