



*The Ashtin
Group, Inc.*

Exceptional
Commercial
Management
And Leasing

Impeccable
Reputation

*An AKAM Living
Services Company*

EXCEPTIONAL MANAGEMENT
AND LEASING FOR YOUR
COMMERCIAL PROPERTY

Welcome



Leslie Kaminoff
Chief Executive Officer



Michael Berenson
President

The Ashtin Group is the commercial management subsidiary of AKAM Living Services, Inc., recognized in metropolitan New York and throughout South Florida as the finest and most innovative provider of real estate management systems and services.

Since 1983, we have been proud to provide management to New York residential clients with such prestigious addresses as Central Park West, Fifth Avenue, and West End Avenue, and to South Florida luxury high-rise properties bearing such names as Trump and Dezer.

With a stellar history in white-glove residential management, The Ashtin Group brings a unique approach to commercial property management. Our focus is foremost on creating and maintaining commercial buildings that epitomize first-class quality. Experience has proven time and again that offering exceptional value is the surest way to attract and retain first-class tenants.

When a building can provide genuine excellence, the most desirable tenants will always come.

For example, we believe that your tenants want to come to work each day in a building that sparkles inside and out, that provides mechanical elements that run smoothly and reliably, that employs staff who take pride in their work, and that is operated by knowledgeable, respectful, and responsible management.

We reason that when an Owner can offer a commercial property characterized by comfort, cleanliness, and ease, the best tenants will find that building and stand in line to strike a deal.

Additionally, we are proud of the creative concepts we bring to each assignment. Recognizing that the most valuable commodity an Owner has to offer is space, The Ashtin Group specializes in identifying and maximizing the potential of underutilized space. We consistently deliver innovative ideas for maximum space utilization throughout each building we manage.

Marketing, of course. But always, quality first.

The following pages introduce the many ways The Ashtin Group delivers the most intelligent and strategic turn-key commercial property management and leasing. I'm eager to discuss with you in greater detail how we can be of service.

To find out more, please call me in New York at 212-271-0261 or in Florida at 561-864-0025. I look forward to talking with you soon.

Leslie Kaminoff
Chief Executive Officer



The Ashtin Group provides exceptional commercial management and leasing with a deliberate focus on Owner objectives.

If you are an Owner of a commercial property in New York City or South Florida, The Ashtin Group is committed to giving you maximum operational efficiency with ever-vigilant attention to accuracy, timeliness, professionalism, and profitability.

We are property managers with expertise in every operational, financial, mechanical, and aesthetic element of a commercial building.

We offer a strategic team approach that supports every client property and our team of seasoned managers with access to in-house operations specialists, CPAs and accounting professionals, professionally affiliated legal counsel, and a division dedicated exclusively to capital project management.

We provide custom-tailored short- and long-range planning, and financial guidance and reporting.

We offer expert greening assistance to bring your building to the highest standard, keep it in compliance, and attract and keep the best, most eco-conscious tenants. Our proprietary Green Client Program has been proven to save client properties thousands of dollars.

We give you access to a creative leasing unit that specializes in market research and analysis, branding and image development, property positioning and unexpected space usage concepts to expand your pool of prospective tenants, and lease administration from execution through database recordkeeping.

We support a failsafe 24/7/365 emergency response system.

We are always there when you need us.



Our Services

- Ongoing maintenance of buildingwide structural integrity, systems, and all aesthetic elements
- Preventive maintenance and green building programs to ensure the property's smooth, sustainable operation
- Recommendation, planning, bid solicitation, and supervision of major repairs and capital improvement projects
- Building staff supervision, including hiring and training; job descriptions and work schedules; performance evaluations; payroll processing; preparation of all forms, reports, and returns required by federal, state, and/or local laws; and Owner representation in all building staff-related matters
- Financial oversight, including the billing and collection of rents and appropriate late payment collection action; payment of vendor, contractor, and utility bills; payment of all property taxes and other obligations; and records maintenance with all accounts separate and accounted for in accordance with Generally Accepted Accounting Principles



- Provision of accurate, timely monthly and other financial statements, including summary of cash accounts, itemized statement of current year to date receipts and disbursements, list of unpaid bills, statement of journal entries, general ledger, accurate arrears reports, and copies of all bank statements, investment reports, and reconciliations
- Creation and implementation of annual and long-term operating and capital budgets
- Review of insurance to ensure adequate and appropriate coverage at the most favorable premium rates
- Competitive bidding procedures; assistance with contract negotiations and purchasing, bulk purchasing, and insurance contracts; and all contract administration
- Receipt, interpretation, and response to violations, and to federal, state, and local law and regulations governing the building, and assurance that the building is in compliance with all municipal code requirements, and that all necessary licenses, permits, and approvals are obtained and current



- Establishment and maintenance of an accurate inventory tracking system
- Preparation and distribution of fire safety, emergency, and evacuation plans, as required
- Maintenance of accurate, accessible files and records, including individual files for each tenant, and financial records including checkbooks, bank and investment statements, maintenance and property records, insurance policies, receipted bills, correspondence, and other records
- Preparation for and attendance at regular and special meetings with the Owner, including the provision of monthly management reports and meeting minutes
- Expert leasing based on authoritative market analyses
- Meticulous lease administration including lease negotiation, renewal, and recordkeeping
- Innovative ideas for space use, including identification and maximization of underutilized space



- Creative concepts for client recruitment and retention
- Knowledgeable and effective interaction with outside professionals, including legal counsel, accountants, engineers, architects, and others
- Proactive solutions and courteous, timely, and effective response to Owner and tenant concerns
- Uninterrupted availability, 24 hours a day, 365 days a year

The Ashtin Group, Inc. brings exceptional management and leasing to commercial buildings throughout New York and South Florida. We would welcome the chance to talk with you about your commercial property and how our approach to commercial management can lead to success in any market.

To find out more, please call Chief Executive Officer Leslie Kaminoff in New York at 212-271-0261 and in Florida at 561-864-0025.



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