



The **Ashtin** **Group, Inc.**TM

Exceptional Commercial
Management and Leasing
Impeccable Reputation

New York

260 Madison Avenue
12th Floor
New York, NY 10016
212.271.0261
Fax: 212.986.0002

Florida

6421 Congress Avenue
Suite 110
Boca Raton, FL 33487
561.864.0025
Fax: 561.994.9551

www.ashtingroup.com
An AKAM Living Services Company



Leslie Kaminoff
RAM, NYARM, LCAM
Chief Executive Officer

If you are a commercial property owner or a school building decision-maker 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 commercial and educational buildings.

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 and keep it in compliance. Our proprietary Green Client Program has been proven to save client properties thousands of dollars.

For commercial properties, 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, 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.



Ajo Kurian
ALSI - RMP
Vice President



Our services:

- Ongoing maintenance of buildingwide structural integrity, mechanical 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 all federal, state, and/or local laws; and Owner representation in all building staff-related matters
- Financial oversight, bank records maintenance, and other financial records maintenance, including billing and collection, payment of vendor/contractor and utility bills, and payment of all property taxes and other obligations, with all accounts separate and accounted for in accordance with Generally Accepted Accounting Procedures





- 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-range operations and capital budgets
- 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 laws and regulations; and assurance that the building is in compliance 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 security, fire safety, emergency, and evacuation plans, as required
- Maintenance of accurate, accessible tenant files 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 building decision-makers, including the provision of monthly management reports
- Knowledgeable and effective interaction with outside professionals including legal counsel, accountants, engineers, architects, and others
- Expert leasing based on authoritative market analyses, and creative concepts for space use, client recruitment, and client retention
- Meticulous lease administration including lease negotiation, renewal, and recordkeeping
- Uninterrupted availability in the event of urgent or emergency situations
- Proactive solutions and courteous, timely, and effective response to Owner and tenant concerns



The Ashtin Group, Inc. brings exceptional services to commercial and educational buildings throughout New York and South Florida.

To find out more, please visit us at www.ashtingroup.com, or call Chief Executive Officer Leslie Kaminoff in New York at 212-271-0261 and in Florida at 561-864-0025, lkaminoff@ashtingroup.com



The **Ashtin** **Group, Inc.**[™]

Exceptional Commercial
Management and Leasing
Impeccable Reputation

260 Madison Avenue, 12th Floor
New York, NY 10016