



470 Forest Avenue Suite 203 Portland, Maine 04101

www.FishmanRealty.com

BROKERAGE

Commercial/Residential Sales & Leasing

Full Service commercial and residential brokerage. Service is the basis of our business. We strive to provide the highest degree of personalized service and expertise to assist the owners. Our goal is to protect the asset value of your property.

- Leasing services include; Advertising as well as marketing. Tenant screening, lease preparation and execution.
- Sales services include; Market analysis, advertising and marketing expertise, contract negotiations.

PROPERTY MANAGEMENT SERVICES

- Establishment of operating policies and guidelines
- Development of job descriptions tailored for your operation
- Handling maintenance & service calls.
- Negotiation of vendor contracts
- Financial services including: collection of rent and service income, bill payment, and monthly income and expense statement
- Development of annual capital improvement budgets
- Owner representation at municipal and zoning board meetings
- Development of Life Cycle capital replacement budget

FORECLOSURES & RECEIVERSHIPS

We provide full service property management for properties in all stages of distress. Services include:

- Winterization & De-winterization
- Changing of locks
- Landscaping & Snow removal
- Weekly Property Checks
- Routine Maintenance
- Emergency Maintenance
- Tenant Issues
- Vacancy Rentals
- Full Monthly Financial Statements

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