



# We are...

Chicagoland Commercial is a full service real estate firm that provides leasing, sales, tenant advisory and property management services throughout the Chicagoland area.

At Chicagoland Commercial it is our mission to provide our clients with the highest level of professional and personalized service. With over 3,000,000 square feet of space in our exclusive portfolio, we utilize our experience, creativity, and proven marketing system to achieve the goals of our clients.

# specialize... Our miss

We specialize in office, industrial, retail, medical and multi-unit residential properties. Our highly skilled team utilizes our expertise and regional market knowledge to effectively lease, sell, acquire and manage property.

Whether you are an owner in need of brokerage or property management services or a company looking to lease or purchase a property; Chicagoland Commercial, Inc. will create the right real estate solution for your specific needs.

## Leasing Services

### Property types:

- Office
- Industrial
- Retail
- New Construction

### Services offered:

- New Tenant Procurement
- Tenant Expansions
- Tenant Renewals
- Market consultation with ownership
- Provide potential tenant financial information

### Comprehensive building analysis:

- Competitive building rates
- Competitive building vacancy
- Area vacancy analysis
- Area rate analysis
- Current market trends

### Marketing:

- Marketing brochure
- Building signage
- Exposure on commercial listing services
- Direct mailing
- Cooperate with brokerage community
- Local business development
- Newspaper advertising
- Company web site exposure
- Exposure through company networks

## Sales Services

### Property types:

- Investment properties
  - Office
  - Industrial
  - Retail
  - Spec buildings
- Owner—User
  - Single tenant
  - Multi-tenant
- Land
  - Development: office, industrial, retail
  - Multi- and single family residential

### Services offered:

- Market analysis
- Reproduction cost analysis
- Pricing analysis
- Financial analysis
- Exposure to all actively marketed buildings
- Exposure to all passively marketed buildings
- 1031 Exchange
- Comparable sales

### Marketing:

- Marketing brochure
- Building signage
- Exposure on commercial listing services
- Direct mailings
- Cooperate with brokerage community
- Local business development
- Newspaper advertising
- Company web site exposure
- Exposure through company networks

## Consulting Services

### Our brokerage team will:

- Evaluate your specific space requirements
  - Medical/Office
  - Size
  - Location
  - Budget
  - Ideal floor plan
  - High-speed Internet
- Present ALL available space that meets your requirements
  - Direct deals
  - Sub-lease
  - For Sale listed/unlisted opportunities
- Provide comprehensive market survey
  - Building specifications
  - Color photos of buildings
  - As built floor plans
- Set-up tour of selected properties
- Negotiate lease/contract to achieve best terms and conditions
- Develop a long standing relationship with your company to service all your Real Estate needs

### Additional Services:

- Lease renewals and Expansion:
  - Evaluation of current market rents
  - Analyze relocation cost vs. renewal
  - Negotiate terms and conditions based on market place analysis
- Sub-lease:
  - Implement full service marketing strategy
  - Gain market exposure
  - Fee based service
  - Broker cooperation
- Sales:
  - Lease vs. purchase analysis
  - Evaluate needs
    - Site selection
    - Building size
  - Single user vs. multi-tenant building
  - Research market and present available options
  - Financial analysis of acquisition
  - Tax advantages
  - Build-to-suit vs. existing building

## Buyer Representation

### Our brokerage team will:

- Evaluate your specific space requirements
  - Medical/Office
  - Size
  - Location
  - Budget
  - Ideal floor plan
  - High-speed Internet
- Present ALL available space that meets your requirements
  - Direct deals
  - Sub-lease
  - For Sale listed/unlisted opportunities
- Provide comprehensive market survey
  - Building specifications
  - Color photos of buildings
  - As built floor plans
- Set-up tour of selected properties
- Negotiate lease/contract to achieve best terms and conditions
- Develop a long standing relationship with your company to service all your Real Estate needs

## **Property types:**

- Office
- Industrial
- Retail
- Medical/professional buildings
- Multi-unit residential

## **Comprehensive building analysis:**

- Deferred maintenance inspection
- Capital improvement recommendation
- Service contract analysis
- Vacant unit condition report/recommendation
- Operating budget analysis

## **Physical management:**

- Routine property inspections
- 24-hour emergency response
- Analyze tenant request and administer appropriate solution
- Tenant correspondence
- Negotiate/manage service contracts
- Capital improvement management
- Tenant improvement management
- Coordinate tenant move-in/out
- Maintenance supervision
- Lease abstracting
- Records retention

## **Accounting:**

- Accounts receivable and accounts payable with audit trail
- Data management of properties, tenants, vendors, etc
- Comprehensive monthly and yearly financial and management reports
- Cash flow projection and annual budgets

## **Reporting:**

- Bank account balance sheet
- Bank reconciliation
- Check register for the operation account
- Copy of the general ledger
- Budget variance report to explain variances from the forecasted operation costs
- Tenant request/resolution activity
- Monthly property report

A major component to successful real estate investing and re-positioning, is a thorough understanding of building maintenance and construction supervision.

## **Maintenance Supervision**

In order to avoid experiencing problems and unforeseen expenses resulting from deferred maintenance, we have trained our property managers in all aspects of building maintenance and service contract management. HVAC equipment, electrical services, elevators, escalators, roof drainage systems, sump pumps, fire suppression systems, vaulted sidewalks, domestic water pumps, plumbing fixtures, asphalt, landscape, and many other systems all require various and regimented preventative maintenance schedules. Knowledge and experience with these systems will allow the designated property manager the ability to identify and institute a comprehensive, preventative maintenance plan tailored for a specific property.

## **Construction Supervision**

The Portfolio Managers at Chicagoland Commercial Real Estate are trained to supervise a vast array of construction projects. The designated manager will first write a set of specifications for a related project and submit the specifications to a minimum of three vendors and obtain competitive proposals. Once a contract is awarded, the designated manager will schedule the project, obtain certificates of insurance that list the necessary entities as additional insured, and supervise the project from inception to completion. Upon project completion, the manager will ensure that all of the necessary lien waivers are obtained and filed.

## What should a client expect from a Property Management Company?

1. A 24 hour **EMERGENCY RESPONSE** system that will allow for a “live” management representative to be available for responses 365 days per year, 7 days per week, and 24 hours per day.
2. A customer service department available for maintenance and all other requests Monday through Friday, 8:30 am to 5:00 pm.
3. An assigned property manager specifically designated to manage the subject property.
4. Routine property inspections to identify issues pertaining to maintenance, cleanliness, city code compliance, liability diversion, and overall operation.
5. Guaranteed “returned phone calls” to all inquiries regarding the subject property, within 24 hours of the original inquiry.
6. A staff of maintenance personnel that is always available for maintenance issues.
7. A monthly physical and financial management report.
8. An annual capital project recommendation report.
9. Analyze, and re-negotiate, if necessary, all annual service contracts.
10. Tax protest supervision.
11. Tenant improvement and capital project supervision.
12. Operating budget preparation and variance reporting.

While the above list does not entirely encompass every aspect of property management, it should be considered a general expectation for property management services. At the very least, these services should be inclusive for an industry standard property management fee.

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**Chicagoland Commercial, Inc.**

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