



THE MILESTONE COMPANIES
Property Management **at its best**





Property Management at its best

ALL YOUR PROPERTY MANAGEMENT NEEDS IN HOUSTON UNDER ONE ROOF

Owning commercial property can become a headache: finding tenants, collecting rents, paying expenses and maintaining the property are difficult and time consuming tasks. It doesn't have to be this way. At The Milestone Companies we offer experienced and professional service for your property management and leasing needs. We started here in Houston in the 1970's and know this market very well and what is needed to succeed.

Because we have traditionally managed the properties we have developed, we view your property with an owner's perspective. We identify your needs and know how to achieve results necessary for success. As part of our services we offer leasing, maintenance, management of tenant and capital improvements, property management and bookkeeping. All your property management needs under one roof and here in the Metropolitan Houston Area.



SOLID RELATIONSHIP
Our property management team knows well that good relationships are based on personalized service. We assign a property management team to each property so our clients and tenants know who to contact when needed. We also visit the properties and tenants on a regular basis to find out if there are any issues that need to be addressed.

OUR SERVICES:

- LEASING
- RENT COLLECTION
- PROPERTY MAINTENANCE
- TENANT IMPROVEMENTS
- CAPITAL EXPENDITURES
- BOOKKEEPING
- FEASIBILITY STUDIES

What can we do for you?

PROPERTY MANAGEMENT

The foundation of property management involves taking care of the property and its tenants, which further assures prompt rent payments. A satisfied tenant will remain loyal upon lease renewal.

As our client, we will provide you with monthly reports and leasing updates. There will always be open communication with your Property Manager for any questions or requests you may have.



As part of our Property Management we will:

- Collect rents and pay budgeted expenses
- General maintenance of the property
- Prompt response to tenant's concerns
- Monthly reporting on tenant and maintenance issues
- Bookkeeping and monthly financial reports
- Prepare new leases and renewals

DECADES OF EXPERIENCE IN THE HOUSTON MARKET QUALIFIES US AS YOUR BEST BET.

PROPERTY LEASING

Our experience and market networking keeps us ahead of the curve in understanding the competitive property leasing environment. We will :

- Work on marketing and pricing strategy
- Identify and attract potential tenants
- Tenant screening
- Present leasing terms for approval
- Prepare leasing documents
- Coordinate tenant improvements if required
- Turn leasing space to tenant

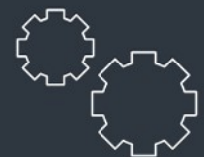
TENANT AND CAPITAL IMPROVEMENTS

As a company with the knowledge and experience in building and maintaining shopping centers, we can manage your property's tenant improvements and capital expenditure requirements. We request bids from at least 3 contractors, present the pros and cons of each one to you for selection, engage in contracting the selected bidder and manage the construction process.



MONTHLY REPORTING

Monthly financial review measuring projected and actual income, budgeted and actual expenses, Balance Sheet, Profit & Loss, Rent Roll, bank ledgers and report of tenant and maintenance concerns are just some of the reports you'll have available each month to know how your property is performing.



FEASIBILITY STUDIES

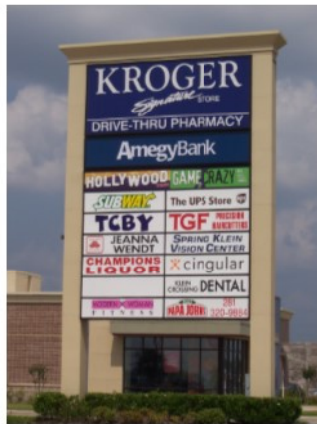
Wanting to buy a commercial property and do not know if it's priced right? We can help you by analyzing the market, performance and conditions of the property and establish a market value.



WHO WE ARE

The Milestone Companies is an outgrowth of several partnerships formed in the late 1970's to develop retail shopping centers in and around the Houston Metropolitan Area. In 1980, Milestone Properties, Inc. was formed to act as the Management Company for the other Milestone entities.

The companies are primarily involved in land acquisition and development for both commercial and residential projects. We have developed a number of super market anchored neighborhood shopping centers, a self storage facility, single family residential lots and invest-



ment and leasing needs.

ed in office buildings. If you are looking for a professional company to manage your commercial property or office building, our property ownership and management experience makes us your one stop shop. Contact us and we will take care of your

management and leasing needs.



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