

**Cornerstone**  
COMMERCIAL PARTNERS II LLC  
COMMERCIAL REAL ESTATE SERVICES



Knowledge.  
Experience.  
Results.



PROPERTY MANAGEMENT



## What We Do

Cornerstone Commercial is a full service property management company with focus on properties in the Chicagoland area. Our mission is to ensure that our buildings are operating safely and efficiently while providing the best service to our clients and tenants. We employ the latest technologies to produce efficient cost-effective performance, with excellent customer service.

Cornerstone's primary concern is exercising preventative practices to avoid physical crises and unexpected cost, resulting in minimal disruption to occupants while lowering operating costs and risks.

### **Specializing in:**

- Retail
- Office
- Industrial

### **We offer:**

- A dedicated Property Manager for your property
- 24/7/365 Response
- Emergency Service is available
- A network of highly qualified service providers such as electricians, plumbers, locksmiths, and maintenance companies



## Management Services

The Cornerstone property management team offers quality services which include: web-based accounting, in-house brokerage and seasoned managers to service any property management need. Big or small, each client receives the same amount of hands-on attention from our team.

- Ensure proper maintenance of all common areas, building structures and mechanical systems
- Perform scheduled property inspections
- Ensure all vacant spaces are clean and show-ready for leasing/sales brokers
- Coordinate move-ins and move-outs
- Manage all building financials including tenant rent collection and vendor payment
- Obtain competitive bids for property maintenance and liability insurance
- Develop and monitor an annual budget aimed at reducing cost and maximizing services
- Initiate and oversee real estate tax protests
- Prepare year-end financial data and facilitate preparation of tax returns
- Prepare and submit monthly management reports which details each month's activities and reviews the financial health of the asset

### **Prospective tenant screenings**

- Detailed credit histories will be obtained for each prospective tenant as well as criminal background check
- All employment, income and previous landlords will be checked and verified



## **Accounting Services**

- CAM Calculations and Collections
- Invoicing
- Vendor Payables
- Comprehensive Budget Development
- Management Reporting

### **Bill Payment, Bookkeeping and Financial Reporting**

Cornerstone will manage the paying of bills related to clients' properties out of their rental revenue and provide our clients a monthly income statement detailing their properties' performance for the month.

We scrutinize bills for accuracy and handle the resolution of billing discrepancies. We also do an annual expense audit for our clients and look for ways to minimize expenses and where appropriate put services out for competitive bid. Our books are professionally managed; reflecting detailed monthly balance statements and a summary of money in and out with attached invoices. At year's end we deliver a detailed financial statement to simplify your tax filing for your property portfolios.



## **Tenant Customer Service and Issue Resolution**

Protect the value of your property investment with Cornerstone Commercial Property Management.

There is a strong relationship between rental property profitability and the retention of responsible tenants. We minimize tenant turnover and its resulting leasing and vacancy expense by developing strong landlord tenant relationships based on expeditious response to tenant concerns and cheerful customer service. Cornerstone provides professional, worry-free management.

## **Leasing Units and Processing Evictions**

When it is necessary to completely follow through on an eviction action, we manage every step of the process, including referring a real estate attorney well versed in the real estate matters to represent our clients in court. We take all necessary steps to ensure whenever a tenant is leaving due to either lease expiration or eviction that the unit is aggressively advertised to minimize lost revenue due to vacancy.



## Package Overview

- Oversight of Smooth transition when tenant closes the business.
- Make sure that all general maintenance is kept on the building including:
  - A. HVAC, electrical, and plumbing systems
  - B. Landscaping
  - C. Cleaning
  - D. Snow Plowing
  - E. Assessment of equipment condition
- Cornerstone will visit the property weekly to check condition.
- Cornerstone will make recommendations regarding work that needs to be done to the property
- All third party invoices will be billed directly to ownership.
- Initial payment due upon execution of Management Agreement then will be invoiced on the first of every month.



## **Cornerstone Consulting Services**

Cornerstone Commercial is a Chicago-based restaurant brokerage and consulting firm that specializes in working at the operating level to advance restaurants to the next level of performance and operating results.

The Cornerstone team, has the proven expertise in FOH and BOH operations to dramatically improve the operations of any restaurant. Cornerstone integrates knowledge, cutting-edge expertise and current analytical data to build a strategic and comprehensive business plan which will improve performance and profitability of any current restaurant operation.

### **Our Basic Package of Consulting Services Includes:**

- Optional Analysis (Turn Around Plans)
- Operational Manuals
  - Human Resources
  - Employee Handbooks
  - BOH – Training and Development
  - FOH – Training and Development
- Restaurant Lease Negotiations and Modifications
- Restaurant Valuation Reports
- Concept Development Plans
- Brand Audits and Execution Plans
- Full and Comprehensive Business Plans with Complete Proforma Statements

**A partial list of clients  
for whom we have  
successfully completed  
transactions of various  
types include:**

- Boston Market
- York Restaurants
- Dunkin Donuts
- Starbucks
- McDonalds
- Subway
- Taco Village
- La Hacienda
- Go Roma
- Kona Grill
- Black Ram Restaurant
- Dairy Queen
- Yum Brands

## **Tenant Representation Services**

Cornerstone Commercial Partners (“CCP”) is a proven market leader in the representation of restaurant tenants for the primary purposes of site selection and market positioning. CCP’s Tenant Services Team will work with our client to create and implement a strategic plan for restaurant development. Utilizing CCP’s strong market knowledge, extensive contact base, experience-based research and proven success will enable CCP to prepare a detailed strategic plan in an aggressive and fiscally responsible manner which will meet the restaurateur’s growth and financial goals.

CCP’s Tenant Services Team has successfully completed transactions of various sizes and complexity including new restaurant roll-outs, subleases, land sales, relocations, and sale lease backs. The team possesses the breadth of skills and expertise necessary to achieve the individual goals of the client.



## Casualty Recovery Services

Are you wondering what you should do in case of a disaster or incident (Fire, Water, Wind, Storm, Mold damage) on one of your properties? Leave it to Cornerstone

- **Fire Restoration** - Smoke & Odor Removal, Cleanup, Reconstruction
- **Wind & Storm Damage** - Debris Removal & Cleanup, Reconstruction
- **Site Cleanup** - Janitorial, and Duct Cleaning
- **Remediation & Mitigation** - Mold, Lead, Radon, Abestos
- **Restoration** - Fine Art, Documents, Books, Photos
- **Specialty Cleaning & Data Recovery** - Electronics, Computers
- **Insurance Loss Support**- Co-ordinate and Facilitate among all Stakeholders
- **Flood and Water Damage** - Dewatering, Cleanup, Specialty Dry-out, Reconstruction
- **Air Quality Testing** - Mold, Lead, Radon, Abestos, Carbon Monoxide
- **Contents Packing & Moving** - Storage, Cleaning, Deodorizing, Dry Cleaning
- **Flooring** - Hardwood, Carpet Cleaning, Drying, Removal, Specialty Restoration
- **Project Management** - Restoration and/or Reconstruction
- **Specialty Consulting** - Vacant Real Estate Assessment and Cost Analysis



## Corporate Overview

Cornerstone Commercial Partners II, LLC is a commercial real estate firm specializing in retail brokerage and property management in Chicago and the suburbs.

### **What makes Cornerstone Commercial different?**

We bring people, places and processes together by networking and quick response to clients. Our main office is located in the heart of the financial district of downtown Chicago. We also have a suburban office in Arlington Heights.

Our experienced team is ready to implement a powerful network, built around your property management needs.

### **Memberships and Affiliations**

International Council of Shopping Centers (ICSC)

Chicago Restaurant Brokers Association (CRBA)

Chicago Real Estate Council (CREC)

141 W. Jackson Blvd.  
Ste 1735  
Chicago IL 60604  
312-348-1000

3233 N Arlington Heights Rd  
Ste 303  
Arlington Heights, IL 60004  
847-392-6100