




VeritasProperty
MANAGEMENT, LLC

REAL ESTATE PROPERTY MANAGEMENT

- Above and beyond employee supervision, performance reviews and follow-up documentation
- Actively involved with hiring and training, setting up human resources policies and procedures
- Union contract negotiations
- Timely monthly reporting and analysis, including preparation of monthly financial reports, records of receipts and payments, collections detail, cash payments, vendor and legal obligations, actual-to-budget comparisons
- Expense Management & Control, including vendor invoices, utilities, license and regulatory fees, taxes, mortgage, maintenance and repairs
- Master Insurance Policy Coverage with A+ rated carriers — Clients benefit from economics of scale and additional coverage
- Managing arrears, contacts with tenants through collection or legal advice
- Building operations, including upkeep of common areas, purchase of supplies, arranging contracts for elevators, heating, ventilation and air-conditioning systems, fuel, water, gas and exterminator
- Board and shareholder meetings, preparation and distribution of annual budgets, informational mailings, lease reviews, policies, sales transactions, financial statements, tax records and bank accounts
- 24-Hour Emergency Answering Service
- Bank and Government Agency Receiverships
- Innovative solutions to the affordable housing community
- Capital Improvements and Projects, including Local Law 11 Façade restorations, roof and boiler installations, and elevator modernizations
- Project Management — Engineering specifications, bid review and analysis, contractor interviews/ meetings, J-51 applications
- Back Office/Resources — Professional reception, technology and risk control with routine testing for effectiveness in all transactions and filings

RESIDENTIAL AND COMMERCIAL SALES

- Commercial Brokerage and Commercial Lease Negotiation
- Residential Brokerage and Sales — Exceptional market coverage
- Profit/Loss Analysis
- Real Estate Investment Consulting
- Site Survey and Analysis
- New Development Due Diligence — Vendor analyses, budget preparation and AG Certifications of expert; validation of contractors, time and materials planning
- Asset Management — Advertising and marketing, appraisals, price analysis



With 40 years combined experience, Veritas Property Management has a proven formula for cooperative and condominium excellence and integrity. Its back-office systems and risk-control procedures augment a team of dedicated onsite professionals. Serving single- and multi-owner properties in NYC and lower Westchester, we take pride in our reputation for financial expertise, capital project oversight and attention to unparalleled resident communication.

At Veritas, the success of every property lies in the attention to details. Our expertise in handling the complexities of daily real estate management issues in conjunction with our attention to detail makes for long-term relationships and well-run properties. Whether inspections of boilers and oil tanks, scheduled registrations and permits, or service and maintenance calls, we make sure everything is in order and done on a timely basis.

Veritas works closely with its owners to prepare and document minutes of meetings, conduct interviews of vendors and contractors, and perform employee performance reviews. Our comprehensive service adds up to successful management and satisfied clients.

INNOVATIVE TECHNOLOGY SOLUTIONS / BACK-OFFICE SUPPORT

Incorporating Veritas Property Management’s pioneering information technology solutions into real estate management saves owners time and money.

“Veritas Online”, enables clients to access their properties safely and securely, including:

- Forward-looking management reports and leasing applications
- Monthly invoices and statements
- Account balances and transactions
- Resident electronic billing and ePayments—review, print and pay with a dedicated Veritas “Click & Pay” web tool.

Veritas runs its back-office systems with the most current management technology and software. All payments and receivables are tracked and recorded digitally, and distributed to owners on a monthly or as-requested basis.

FINANCIAL MANAGEMENT / PROACTIVE ANALYSIS

Sound financial management is vital. Property Owners, Boards of Directors and Managers benefit from Veritas Property Management's meaningful and timely analyses, monthly financial reviews and project management tools. Industry-standard sales and rental applications are well laid out and researched, facilitating a responsible decision-making process.

Saving our clients money is an ongoing effort. Therefore, at Veritas, not only do we review monthly reports scanning for solutions and expense saving opportunities, we proactively seek out and analyze property performance in a number of key areas.

We'll review your property's insurance policies, escrow accounting, payroll, analyze oil and gas contracts, and research vendor and service agreements—from laundry service to elevator maintenance—to make sure you have the best terms possible.

Veritas clients benefit from our responsibly conservative approach to cash-flow planning and expense control. Ongoing financial reviews and due diligence ensure properties have healthy reserves, efficient expenditures, and are managing their debt and equity prudently.

COMPLIANCE AND RISK CONTROL

Crucial to real estate profitability and safety are policies and procedures to ensure that regulatory and financial risk is minimized. Veritas maintains an unparalleled risk control program with routine testing for effectiveness in all transactions and filings.

COMMUNICATION

In a time when responsiveness is expected—no, demanded, Veritas is proud of its reputation of responding to every request, whether by email, telephone or fax, within 24 to 48 hours. Owners are copied on significant issues. You'll be surprised by our efforts to stay in touch with clients and residents—and the ease of reaching a Veritas property manager.

As a valued client of Veritas Property Management, your satisfaction and feedback are important to us. With our customer-focused "Voice of Veritas" satisfaction survey, your input continues to play a role in how we deliver excellence.

REAL ESTATE MANAGEMENT, SALES AND SERVICE

Veritas offers a full range of property and real estate management services, including licensed real estate brokerage, rentals and sales. With a broad spectrum of backgrounds in real estate, our experience gives us insight into all aspects of residential real estate. We help our valued clients buy, rent or sell properties, obtain a mortgage, and more.

We're also a recognized manager of Housing Development Fund Corporation properties. Veritas is one of a handful of companies that meets the standards for managing HDFC buildings. We've shepherded numerous buildings through the process, and have a full understanding of the unique conditions, city requirements and qualifications that govern these special-purpose housing corporations.

PROJECT AND VENDOR MANAGEMENT / CAPITAL IMPROVEMENTS

Veritas Executive Agents have a proven track record for well-run and budgeted Capital Improvements and Projects, including Local Law 11 Façade restorations, roof and boiler installations, and elevator modernizations. We work closely with boards and take the lead in all aspects of Project Management: from Engineering specifications, Bid review and analysis, Contractor interviews/meetings through Project completion and Sign-off as well as J-51 applications.

All vendors are carefully reviewed, interviewed and regularly reassessed for their performance. We don't just keep a list of vendors; we make sure our list has only the most trusted suppliers and professionals.

ONGOING STAFF TRAINING

At Veritas we make sure our managers and staff remain current and ahead of what's new and what's next in real estate management and sales. We invite industry and field experts to our office to train and inform our managers on everything that affects a building's operation. Veritas managers are on the forefront of energy management and supply, communication, technology, and more.



ABOUT VERITAS FOUNDING PARTNERS

Carl Borenstein, *President*

NYS Licensed Real Estate Broker

Oversees the dedicated management of cooperative and condominium properties in Manhattan, the Bronx and Queens. Professionally skilled in all aspects of financial and property management, including governmental compliance (licensing and registration), HVAC plant maintenance, construction, mortgage financing, employee supervision and contract negotiation. Twelve years prior professional experience in the securities and brokerage industries.

James Maistre, *Chief Operating Officer*

NYS Licensed Real Estate Broker

Lead manages a portfolio of middle and luxury properties in Manhattan and the Bronx, encompassing rental, condominium and cooperative apartments. Professional experience includes capital improvement and major construction projects, ensuring building code compliance. Skilled in budget preparation, rent collection and sales/lease application processes. Prior experience with physical plant maintenance for NYC's Board of Education.

Sandy Adelsberg, *Principal*

NYS Licensed Real Estate Broker

Over 20 years of Commercial Real Estate Sales and Leasing experience, actively managing major properties in New York, New Jersey and Michigan. Sandy has successfully completed numerous leasing and sales transactions with many organizations, public corporations and Fortune 100 companies, including residential properties, cooperatives and condominiums.

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