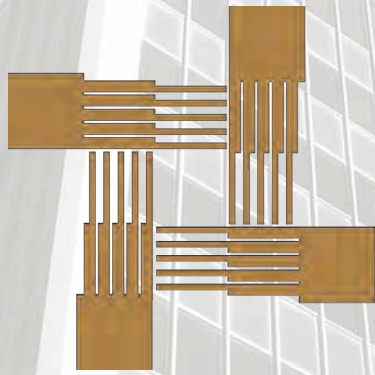


CHARLES WAYNE PROPERTIES, INC.

PROPERTY MANAGEMENT & ACCOUNTING SERVICES



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Lic. Real Estate Broker

Office • Retail • Industrial • Hotel



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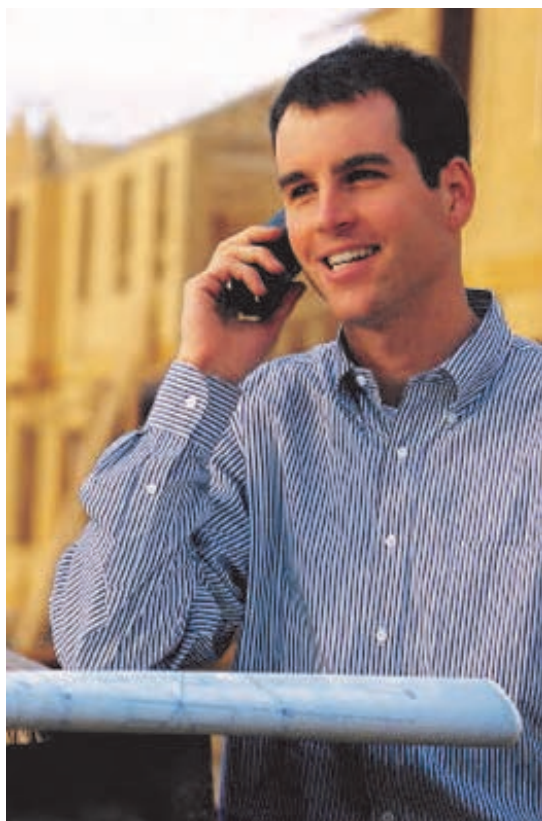
Daytona Beach • De Land • Melbourne • Ocala • Orlando

(386) 238-3600 Ph. (386) 255-8758 Fax

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CHARLES WAYNE PROPERTIES, INC.

PROPERTY MANAGEMENT & ACCOUNTING SERVICES



SERVICES SUMMARY

- Financial Reporting
- Insurance Negotiation
- Budgets & Projections
- Marketing, Leasing & Advertising
- Collections & Evictions
- Regular Inspections & Evaluations
- Supervision of On-site Staff
- Construction Management & Tenant Improvements
- Emergency Response
- Outstanding Tenant & Vendor Relationships



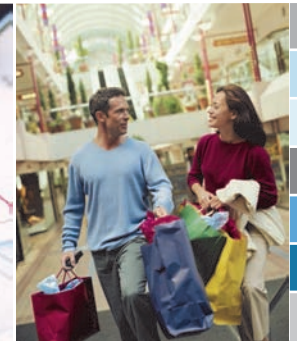
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PROPERTY MANAGEMENT & ACCOUNTING SERVICES



LEASE ADMINISTRATION

- Lease Renewal Processing
- CAM, Real Estate Tax & Insurance Reimbursement Reconciliation
- Tenant Customer Service
- Tenant Delinquencies & Evictions
- Tenant Correspondence
- Rental Payment Allocation
- Administration & Enforcement of Lease Regulations
- Tenant Invoicing
- Lease Abstracting
- Security Deposit Reconciliation



CHARLES WAYNE PROPERTIES, INC.

PROPERTY MANAGEMENT & ACCOUNTING SERVICES



PROPERTY INSPECTIONS

- Vendor Performance
- Repair & Maintenance
- Vacant & Occupied Units
- Site Lighting & Safety
- 24-7 Management Service Available
- Vacant & Occupied Units
- Property Condition
- Site Lighting & Safety
- Landscaping



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PROPERTY MANAGEMENT & ACCOUNTING SERVICES

FINANCIAL STATEMENTS & REPORTS

- Balance Sheet
- Actual vs. Budget Income Statements
- Cash Flow Report
- Expense Distribution Reports
- General Ledger
- Trial Balance
- Annual Budget
- Bank Statement Reconciliation
- Customized Reports Available
- Check Registers

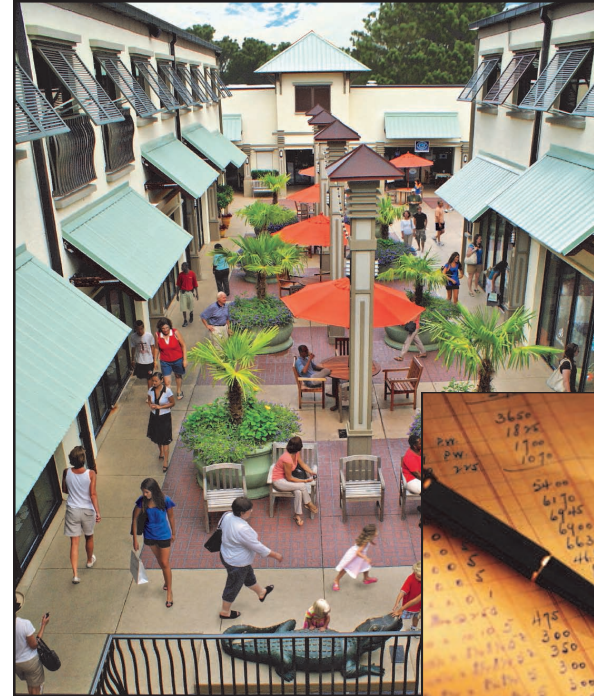


CHARLES WAYNE PROPERTIES, INC.

PROPERTY MANAGEMENT & ACCOUNTING SERVICES

REPORTING

- Detailed Tenant History Reports
- Monthly Delinquency Reports by 30 day increments
- Vacancy Reports With Unit Detail
- Occupancy Reports With Unit Detail
- Commercial Rent Rolls
- Development of Annual Budgets
- Customized Reports Available



CHARLES WAYNE PROPERTIES, INC.

PROPERTY MANAGEMENT & ACCOUNTING SERVICES



CASH MANAGEMENT

- Process Rent Deposits
- Process Cash Disbursements
- Accounting for Collection & Payment of Sales Tax Receipts
- Lease Commission Reconciliations
- Computerized Payable Checks
- Annual 1099 Reporting
- Capital Improvement & Maintenance Detail



CHARLES WAYNE PROPERTIES, INC.

PROPERTY MANAGEMENT & ACCOUNTING SERVICES



ADDITIONAL SERVICES

PROPERTY MANAGEMENT

- Property Refinancing & Sale Documentation
Estoppels, Third Party Contracts, Etc.
- Construction Management Services
- Insurance Administration
- Capital Projections
- Vendor Service Agreement Negotiations
- Work With Related Property Municipalities

ACCOUNTING

- New & Renewal Lease Analysis
IRR, NPV, Paybacks, Etc.
- CPA Coordination For Tax-prep Ready Financials
- Pro-forma Cash Flows
- Customized Reporting
- Real Estate Tax Appeal Analysis



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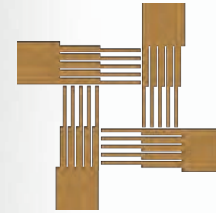
PROPERTY MANAGEMENT & ACCOUNTING SERVICES

Charles Wayne Properties, Inc. is an active full-service commercial real estate firm and one of Central Florida's largest real estate brokerage and management firms.

Charles Wayne has been serving the needs of the real estate community since 1978. It has developed and managed shopping centers, freestanding retail, office buildings and industrial parks, as well as residential and apartment projects.

CWP has worked with institutional clients including banks, hedge funds, national corporations, retailers and governmental authorities. The firm has also assisted small businesses, individuals and private equity groups in capacities including development, investment sales, tenant representation, leasing, brokerage, property management and receivership.

Charles Wayne Consulting, Inc. was founded in 1982. It is a diversified real estate research and advisory firm. With corporate offices located in Orlando, Florida, the firm's professionals provide services for clients and development projects located throughout the state. Specializing in residential and large-scale mixed-use development planning, Charles Wayne Consulting, Inc. has become recognized throughout Florida as an expert advisor to the lending, investment, development and planning communities.



CHARLES WAYNE PROPERTIES, INC.

Lic. Real Estate Broker

Property Management

Brokerage

Leasing

Tenant Representation

Site Selection

Construction Management

Development

Consulting

Acquisitions & Dispositions



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