

COMMERCIAL AND RESIDENTIAL
PROPERTY MANAGEMENT



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*JEM Group is a certified Woman Business Enterprise (WBE) & Disadvantaged Business Enterprise (DBE)
PA Home Improvement Contractor Registration #PA 050594*

PROPERTY MANAGEMENT

JEM Group is a construction services firm located in downtown Harrisburg, Pennsylvania. With more than 10 years of experience in the construction industry, Jessica E. Meyers began JEM Group in October 2003 to provide comprehensive construction services to clients throughout Central Pennsylvania. Our market experience includes office, health care, education, retail, light industrial, government and residential. ⬇



In 2009, we learned that several of our clients had the need for dependable and affordable property management services. In response to those customer needs, JEM Group added property management to its menu of services.

We launched the property management division in September 2009. Since that time, we have added multiple clients and more than 100 units to our portfolio, providing a wide range of management and maintenance services to single-family residences, multi-unit properties and commercial properties throughout Central Pennsylvania.

Our firm is equipped to handle both the daily and emergency maintenance needs of our customers. Clients and tenants have a number that they can call 24 hours a day to request maintenance service. All work orders are assessed for priority and completed in a timely manner. Our goal is to keep our clients' buildings operational with minimal disruption to their daily business operations. *JEM Group offers a variety of fully customizable programs, including but not limited to:*

PROPERTY MAINTENANCE SERVICES

- General Repairs
- HVAC/Plumbing/Electrical/Appliance Repairs
- Property Assessment
- Preventative Maintenance
- Property Turnover Services
- Landscaping/Snow Removal/Power Washing
- Additions/Renovations

LEASE MANAGEMENT SERVICES

- Facilitate Lease Agreements & Renewals
- Advertise Vacant Properties
- Coordinate Property Showings
- Application & Screening Process
- Rent Collection
- Tenant Eviction
- Monthly Accounting Statements

JEM Group specializes in providing professional, reliable and affordable property management services to residential and commercial building owners. Each program is customized to meet the individual needs of each client.

MAINTENANCE SERVICES

Our experienced technicians provide routine building maintenance and preventative maintenance services.

EMERGENCY SERVICES

Our team is prepared to respond to emergencies 24 hours a day, 7 days a week.

SMALL PROJECTS

With our firm's foundation in general contracting, we are ready to meet your small and large project needs.

INSPECTIONS

Our maintenance technicians are available to assist with codes inspections. We are prepared to attend inspections meetings, prepare estimates and complete the required repairs.

PROPERTY TURNOVER

JEM Group will have your property ready for the next tenant to occupy 10 days after the property is vacated.

LEASE MANAGEMENT

Our team facilitates the leasing of properties including tenant screenings, property showings, rent collections and accounting.

PREPARATION OF MONTHLY COST ANALYSIS REPORTS

Our accounting team prepares customized reports so that you can accurately track property costs. We provide itemized billing and open invoicing so you can see where your money is being spent.

COMMUNICATION

At JEM Group we believe the key to customer satisfaction is on-going communication. Monthly meetings are held with our clients to review maintenance and accounting reports and any open issues.

SERVICE PROMISES

- We are available 24 hours a day, 7 days a week.
- We respond to emergencies within 1 hour.
- We will have vacant properties ready in 10 days.
- We warranty our labor for 1 year.
- Dedicated to 100% complete customer satisfaction. ⬇