

MLC PROPERTIES and MANAGEMENT

is a company that owns, manages and develops residential real estate.

MLC has a simple philosophy, "everyone deserves a clean and safe home." We offer that opportunity. We are a hands-on company that maintains constant communication with the tenants and buyers. If you rent from us, we believe that you are our "customer." We want you to be happy in your apartment; we are at your service. If you buy a condominium from us, we realize that is your biggest purchase in your life, and we want to make sure that you are completely satisfied with your new unit. If you let us manage your property, we will treat it as if it were our own. *Guaranteed!*



We have owned, rehabbed, sold, and managed property throughout the entire city of Chicago and the north, south, and western suburbs for many years.

We Don't Just Collect Rent, We Supply Housing!

ABOUT OUR OWNER, MARTY MAX

Mr. Max has been involved in real estate since 1997 and has participated in acquisitions, ownership and sales of multi-family apartment buildings, mixed-use buildings, single-family homes, and vacant land. He specializes in acquiring distressed multi-family properties, rehabbing them and either converting them to condominiums or keeping them as affordable apartments with caring and responsible tenants that become a positive influence in their community.

As managing partner of MLC Properties, Mr. Max has acquired and rehabbed hundreds of distressed multi-family apartments to affordable condominiums by practically rebuilding the entire building. A normal conversion would entail extensive construction, including all new plumbing, electric, HVAC, drywall, floors, roofs, masonry, etc. By acting as general contractor and utilizing his own staff, the construction work is done at a fraction of the cost that would normally be incurred. Under MLC Properties, he owns and manages hundreds of apartment units throughout Chicago and its suburbs. Mr. Max and his staff are located in Rogers Park, where he owns several buildings. They also own and manage buildings in the far south suburb of Flossmoor, the south side of Chatham, as far west as Austin, and as far northwest as Albany Park.

Mr. Max was president of the Rogers Park Builders Group for six years and is currently vice president of the Neighborhood Building Owners Alliance. He was on the advisory board to the Commissioner of the Chicago Department of Buildings, and was a member of the 49th ward zoning committee. Mr. Max has a general contractor license, is a Illinois licensed realtor/broker and is a certified "lead renovator". He received a bachelors of arts degree and graduated from Northern Illinois University.

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1642 W. Lunt • Chicago, IL. 60626

773.262.7555 • Fax: 773.262.7444 • email: max@mlcproperties.com • www.mlcproperties.com



WHAT MLC PROVIDES

MLC Properties and Management promise its property owners to provide high-quality management services, thus maximizing the property owner's cash flow. MLC manages all types of real estate.

Being property owners themselves of several properties throughout the city of Chicago and its suburbs, MLC understands what it takes to own and manage property. MLC's philosophy is simple "taking care of their tenants" (customers).

A happy and satisfied tenant produces a profitable property. We are very well known as a "hands on company."

What this means is that our well trained staff is very much involved with the property and its tenants. We stress communication between tenants and management. Our office staff manages the leasing, work orders, work schedules, accounting and over all communication with the tenants.

Our software program is one of the most advanced on the market today. Our very talented field staff manages all the physical aspects of the property.

Our field staff is talented in all trades which keeps the property owners cost down.

Because of our years of experience we can represent the property owners in dealing with the city, inspections/inspectors, building court and administration hearings.

Our knowledge can suggest to the property owner on what capital improvements should be made to the property. MLC is an experienced buyer of distressed property and will work closely as a "receiver" with financial institutions to maintain their property and protect their asset.

A summary of our services – Additional information will be supplied upon request.

PROPERTY MANAGEMENT

Multi-Family Residential*, Single-Family Residential, Mixed-Use and Commercial

OFFICE AND ADMINISTRATION

LEASING/MARKETING

- A. Answering all calls and emails about the apartment/space
- B. Showing the apartment/space
- C. Negotiating the lease term
- D. Supplying leases that protect the owner and the tenant

WORK ORDERS

- A. As tenants call in requests for work to be done in their unit, we record the request, issue a work order to the field and notify the tenant when the work will be completed.

ACCOUNTING

- A. Rent collection
 - 1. Depositing
 - 2. Collections
 - a. Notices, Evictions, Attorneys, and Court
- B. Monthly financial reporting to owners
 - 1. Rent roll with summary of income
 - 2. P&L
 - 3. Delinquencies
 - 4. Expenses
 - a. Daily maintenance, Renovation/remodel with receipts
 - 5. Payments-out

VENDORS/TRADES/SUPPLIERS

- A. Negotiate for the best results for the owner

EMERGENCIES

- A. 24/7 service

FIELD STAFF

- A. Janitorial and cleaning common areas
- B. Hallways
- C. Garages
- D. Laundry rooms

GENERAL MAINTENANCE

- A. Repairs
 - 1. Electrical
 - 2. Plumbing
 - 3. Heating
- B. Pest control
- C. Snow removal
- D. Slight landscaping
- E. Preventative maintenance



HOW WE LIST YOUR PROPERTIES

We will list your property on our website, along with a picture of your property and floorplans you provide us. We will also include any available apartments that you may have vacant on our "vacancy" page. This has been a positive marketing and information site for prospective tenants.

Fargo Vintage Apartments – East Rogers Park



This building is one of the most beautiful vintage courtyard building in East Rogers Park. It is fifty feet from an almost private beach and Lake Michigan! It features one-, two- and three-bedroom units. This building is within walking distance to all types of public transportation. Laundry facilities and storage are just a few of the many features this building includes. The rents start at \$900.00-\$1500.00 per month, heat included. If you are interested in this building, please contact us at 773-262-7555.

Floor Plans for 1325-1335 W. Fargo Ave.			
PDF: Building Layout			
HTML: Building Layout Unit 1325 2E Unit 1325 2W Unit 1327 2N Unit 1327 2S Unit 1329 2N Unit 1329 2S Unit 1331 2N Unit 1331 2S Unit 1333 2N Unit 1333 2S Unit 1335 2E Unit 1335 2W			

Albany Park Apartments



This building is located on the northeast side of Central Park and Leland streets in the heart of Albany Park in Chicago! This is a unique building, consisting of twenty-one large two-bedroom, one large one-bedroom and a studio apartment. This building is pretty much maintenance-free. Living here you are walking distance to all transportation. Laundry facilities and storage are located within the building. Rents start from \$550.00 to \$900.00. Please contact us if you are interested in living in this beautiful building.

Floor Plans for Central Park and Leland			
PDF: Unit A	Unit B	Unit C	Unit D
HTML: Unit A	Unit B	Unit C	Unit D

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TENANT NEWSLETTERS

THE MLC PROPERTIES NEWSLETTERS

Every spring/summer and fall/winter we reach out to all of our tenants via the "Tenant Newsletter." This is our way to communicate to the tenants of what our expectations are for the property they are living in. This has been very well received. The tenants look forward to receiving these newsletters and this stresses our commitment of "communication" with them. This was our Fall/Winter 2011 Newsletter.

Hi All,

I hope this finds you and your families all well! I'm a little late this year and I apologize. Time is really flying by isn't it? As you all know by now, winter is not my favorite season. I don't like the snow. I don't like the cold, and I just don't like the problems that come with winter. Which leads me to this newsletter. As we do every year, we need to go over a few things to prepare for the next few months.

This year I will give you until Sunday, December 3rd 2011 to remove EVERYTHING from the back porches (we will throw out what is not removed). I will also ask that all bikes, strollers, etc. be removed from the outside property. To the people on Fargo, I am asking that the balconies be removed of everything. I was there over the weekend and the balconies look terrible.

Nonetheless, for winter, we want them clear of everything. It's time to take all the A/Cs out from the windows. If you feel that the windows aren't great, please put plastic up to keep you as warm as possible. Please also check your smoke/Co2 detectors. All should be installed and working.

As we discussed last year, we are concerned about the way some of you are taking care of your homes. We have seen some apartments that I wouldn't live in if you paid me. Some of you complain about roaches, when we go into the apartment to treat the problem, we see so much filth that I wonder how the roaches could live in there! Come on people, this is simple, keep your home tidy and clean. We will not help in fighting bug problems, non working stoves and fridges, if you are not doing your part in keeping your apartment clean. We will take pictures and send them to the city so we can show why we would want you to move out of our buildings. This also goes for the bed bug issues that very few of you have or had. If you don't hold up your end, we will NOT help you. We will however ask you to move out. We are asking that all of you throw your garbage in the proper dumpster. Please do not leave bags of garbage outside your back doors.

We have noticed a bunch of different names on the mail boxes. We will be taking all names off the mail boxes and putting only the names that are on our leases. Remember, it is against the law to write on or put names on our U.S. post boxes. If you have any questions you can call the office. We have two buildings that we allow dogs. Because its winter does not mean you don't have to pick up after your pet. To remind all of you, all our buildings have laundry facilities for your convenience (except Pine).

Unfortunately, there is a lot of homelessness out there and we must be careful that all doors to all building are kept closed and locked. This is very important to your safety. We don't want anybody that does not belong in your building to loiter. As I ask anytime we get together, please take care of your hallways. Please pick up the newspapers, phone books etc. Remember, the building you live in is YOUR HOME!

Please remember that your rent is due on the first of each month. At one time evictions were taking months – Now, only weeks! So if you have a problem, you must call Oralia. All of us at MLC PROPERTIES want to thank you for choosing our buildings to live and raise your family in. We are ALWAYS here to service you.

You can always reach us at: office@mlcproperties.com or 773-262-7555. Our office hours are 10:30am – 5:00pm Monday – Friday and 10:30am – 3:00pm on Saturday. We are closed on Sunday.

Have a very Happy Holiday and a Healthy New Year! Marty

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