

## Services

### Property Management

Oversees the management and compliance of properties. Completes all leases for Special-Needs Subsidy Vouchers, Supportive Housing Connection Vouchers as well as Community Support Services Program leases and certification. Also handles Section 8, HUD, Tax Credit and Market Rate.

### Fleet Management

Approves all repairs and purchases, replaces leased vehicles, renews registration and insurance of company vehicles, monitors and installs GPS systems in all company-owned vehicles, add Vehicle and handicapped vehicle training.

### Facility Management

Completes site inspections, mechanical inspections, repairs and move in/out for apartment/room make-ready. Renews Life Hazard certifications and monthly/annual certifications for sprinkler, fire systems, elevators and boilers.

### Maintenance

Completes all submitted work order requests for consumers/tenants. Completes preventative maintenance and buildings' common-area repairs.

### Purchasing/Inventory

Purchases and tracks monthly supplies for day-to-day operational repairs.

### Property Acquisition

Identifies and assists in the acquisition of properties for program requirements and real estate needs.

### Commercial Management

Leases available commercial properties, renews leases and completes site inspections.

### Construction

Solicits bids for contracts; monitors renovations and works with architects, engineers and contractors.

## Our Mission

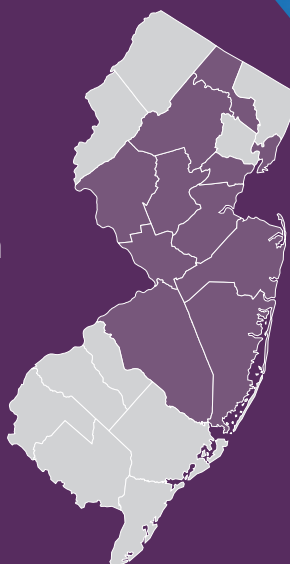
We provide safe, clean and affordable quality housing to a broad spectrum of individuals in need of a reliable and comfortable environment to call home.

## Our Vision

Remaining focused on personal dignity, we emphasize individual strengths in an effort to cultivate self-reliance and personal understanding as we assist with the issues of daily life. It is our commitment to these ideals that sustains us in our work to help others reach their fullest potential.

Our services are available in the following N.J. Counties:

**Burlington**  
**Hudson**  
**Hunterdon**  
**Mercer**  
**Middlesex**  
**Monmouth**  
**Morris**  
**Ocean**  
**Passaic**  
**Somerset**  
**Union**



**SERV** Properties & Management

## A Comprehensive Facilities Management Resource

**(609) 406-0100**  
**Ext. 3060**

A member of  
**SERV** Behavioral Health System

20 Scotch Road, 3rd Floor,  
Ewing, N.J. 08628

1-833-CAN-SERV (1-833-226-7378)

Fax: (609) 406-0307

**SERVbhs.org**



## SERV Properties & Management

specializes in the development and management of housing for special populations. From building affordable housing for seniors to managing residences for disabled youth and adults in the community, our team of compassionate professionals makes it possible for those in need to come home.

Today, **SERV Properties & Management, Inc.** manages and/or oversees:

- **Administrative offices**
- **4 HUD properties**
- **38 Home Fund Program apartments**
- **53 Single-family homes**
- **9 Multi-family properties (23 units)**
- **103 Apartments**
- **8 Apartment buildings (84 units)**
- **16 Condominiums**
- **2 Commercial sites**
- **11 Parking garages**

## What we have to offer:

- **HUD EXPERTISE**  
Our team has 20-plus years of experience maintaining HUD-funded properties.
- **TAX CREDIT COMPLIANCE**  
We'll ensure that you receive the appropriate tax credits.
- **EXPERIENCED FACILITIES STAFF**  
Let our dedicated staff focus on facility management issues so you can concentrate on quality of care.

- **FLEXIBLE INFORMATION MANAGEMENT TOOLS**

Our state-of-the-art software system allows us to set up files, manage leases, make payments and maintain records for a variety of property management options, including HUD properties and third-party payment.

- **RESIDENTIAL HOME IMPROVEMENTS**

Contractor Registration No. 13VH03735800.



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## Why SERV?

With the help of SERV Properties & Management, your organization can focus on what you do best with the confidence that all of your building maintenance, license and inspection requirements, and recordkeeping are in order.

**SERV** Properties & Management



Like SERV Behavioral Health System on Facebook

