



505 – CENTRE AVENUE E  
AIRDRIE, AB T4B 1P9

FOR FURTHER INFORMATION  
CONTACT:

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Memberships:



**AIRDRIE**  
*Chamber of Commerce*



**Cochrane & District**  
Chamber of Commerce

CANADIAN CONDOMINIUM INSTITUTE  
SOUTH ALBERTA CHAPTER



**CMSD**  
canadian merchant and savings directory



PHONE: (403) 948-0337

LICENSED

PROFESSIONAL

**PROPERTY  
MANAGEMENT**

AND

**CONSULTING**

**SERVICES**

**COMMERCIAL  
RESIDENTIAL  
CONDOMINIUM**

.....  
SERVING AIRDRIE

AND AREA INCLUDING COCHRANE

.....

LOCALLY OWNED AND OPERATED

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## CONDOMINIUM MANAGEMENT

### (COMMERCIAL & RESIDENTIAL)

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- Consulting
- All-Inclusive Management
- Customized Management
- Developer Transfer to Condominium Corporations
- Accounting/Financial Reports
- Condominium Fee Collections
- Condominium Fee Assessments
- Administration (letters, caveats, estoppels, Land Titles registration, etc.)
- Condominium Newsletters
- Welcome Packages
- Rules and Regulations Brochure
- Insurance
- Reserve Fund Study Review
- Five Year Plan Preparation
- Staffing
- By-Law Packages
- By-Law Enforcement
- Owner/Board Mediation
- Property Maintenance Quotes/Supervision
- Monthly Operation Reports

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## ASSET MANAGEMENT

### (RESIDENTIAL RENTAL)

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- Consulting
- All-Inclusive Management
- Customized Management
- Accounting/Financial Reports
- Administration
- Insurance
- Staffing
- Leasing
- Tenant Issues
- Tenant Inspections
- Property Maintenance Quotes/Supervision
- Residential Tenancy Act Enforcement

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### (COMMERCIAL RENTAL)

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- Consulting
- All-Inclusive Management
- Customized Management
- Accounting/Financial Reports
- Administration
- Insurance
- Staffing
- Leasing and Consulting Issues
- Tenant/Landlord Resolutions
- Property Maintenance Quotes/Supervision/Tenant Improvement's

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## PROJECT MANAGEMENT

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- Consulting
- Construction Coordination
- Renovations Coordination
- Contract Negotiations
- Quotes/Bids
- Maintenance Review

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## PROPERTY INVESTMENT

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- Review
- Due Diligence

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**THESE ARE ONLY SOME  
OF THE SERVICES  
ASTORIA OFFERS.**

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**Astoria is a  
Licensed Real Estate  
Brokerage under  
The Real Estate  
Council of Alberta**