

## Management Company Comparisons

### CHECKLIST FOR CHOOSING A MANAGEMENT COMPANY

Date \_\_\_\_\_

	RATE EACH LINE	1	2	3
	<b>COMPANY</b>	<b>AMI</b>		
1	How long has the management company been in business?	20 years		
2	Professional/Designation/AAMC/Affiliations	AAMC/CAI		
3	What do vendors say about the firm?	Excellent		
4	Corporate philosophy and flexibility.	Flexible		
5	Understanding of governing documents and Florida law.	Excellent		
6	Number of Associations verses Management	5.2 - 7.5		
7	Does the Company sell Real Estate? Handle rentals?	No		
8	Client turnover.	Few		
	<b>MANAGERS</b>			
9	What is average experience of managers	11 years		
10	Professional Designations, CMCA, AMS, PCAM?	All		
11	Technical knowledge of painting, landscaping, maintenance.	Excellent		
12	Overall impression of manager assigned	Excellent		
	<b>PERSONNEL</b>			
13	Administration and support staff.	Excellent		
14	Experience and qualifications of bookkeeping personnel.	Excellent		
15	Continuing education encouraged or required?	Required		
16	General attitude of management firm's employees.	Great		
17	Clerical capabilities and support	Excellent		
18	Use of training programs: Employees and Board.	Yes - Both		
19	Availability, access and communication	Excellent		
	<b>SERVICES</b>			
20	Accounting and financial systems	Excellent		
21	Financial records and financial statements (CPA's rating).	Excellent		
22	Internal financial controls and fideility bonding.	Excellent		
23	Budget format and process	Excellent		
24	Delinquency procedure and collections (Automated)	Excellent		
25	System for handling after-hours problems.	Live Person		
26	Managers report furnished at each meeting	Yes		
27	Rules and regulation enforcement system.	Automated		
28	Handling of Association employees.	Leasing Firm		
29	General appearance of the management firm's office.	Excellent		
30	Office equipment and computer systems.	Excellent		
Other comments:				
	1 AMI only firm to have one (1) assistant for each manager.			
	2 AMI has excellent facilities and support staff.			
	3 AMI office is impressive, comfortable and professional			