



JANET TATE

PROPERTY MANAGER

PROFESSIONAL BIO

Janet Tate is a property manager at Intelica CRE™. Janet is responsible for managing a portfolio of industrial, retail properties totaling approximately 664,000 square feet. Her duties include preparing monthly financial/ management reporting, budget preparations, lease abstracts, rent rolls and tenant delinquencies. Janet oversees all day-to-day activities involving her portfolio such as site inspections, tenant visits, contract management, preventative maintenance, tenant move-ins and construction projects. She is also responsible for performing all year-end operating expense recoveries for her portfolio. Assists the brokerage division with new leases, lease expirations and renewals. Janet is a Yardi Support Specialist responsible for ensuring the company's associates are provided comprehensive support and training.

Prior to joining Intelica, Janet worked for Walpert Properties onboarding and software system conversion. She also worked at Cushman and Wakefield for over 5 years as a Transition and Quality Control Coordinator. Janet was accountable for the leadership and coordination of onboarding new business for retail, office, industrial and receiverships/REO properties that spanned over 80 million square feet across 9 regional markets. In this role, she also performed property management office audits and was a trainer of the management software system. At Jones Lang Lasalle, Janet was an Assistant Property Manager for 5 years. She was responsible for day to day operations, monthly reports, annual budget preparation, accounts payable & receivables, and lease administration. Prior to JLL, Janet worked for McCormack Baron Ragan Management Services, where she was responsible for the management, leasing and marketing of 140 units. She worked closely with the owner, regional manager and general contractors to successfully oversee the 6.5 million dollar renovation of 140 units.

EDUCATION

University Missouri - St. Louis
Business Administration - Accounting St. Louis Community College at Forest Park -
Associate in Business Administration

PROFESSIONAL BOARDS/CHARITY BOARDS

Habitat for Humanity Volunteer
Ronald McDonald House Volunteer
Beauty for Ashes Board Member
United Way Leadership Giver
Charmaine Chapman Society Member
United Way Women Leadership Society
OWWWTA, LLC, Director

PROFESSIONAL ACTIVITIES

AHM - Assisted Housing Manager
Yardi Voyager Trainer Certification
Tax Credit Property Manager Certification

CONTACT

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